Office 365 (Outlook for iOS) – Configuring the Outlook App
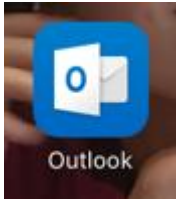

1. Once you have installed the Outlook app, open the app.

Outlook

A better way to manage your email.

Get Started

View our Privacy Policy

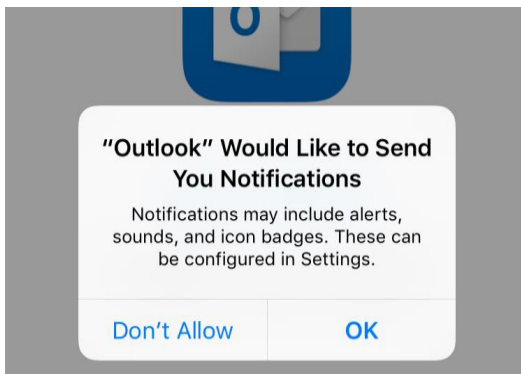2. Tap "**Get Started**".

Get Notified

Don't miss out on important
emails or calendar events

| No Thanks | Notify Me |

3. Either tap "**No Thanks**" or "**Notify Me**". (**Note**: If you clicked "No Thanks" then please move to step 5.)

"Outlook" Would Like to Send
You Notifications

Notifications may include alerts,
sounds, and icon badges. These can
be configured in Settings.

Don't Allow   OK

4. Tap "**Ok**".

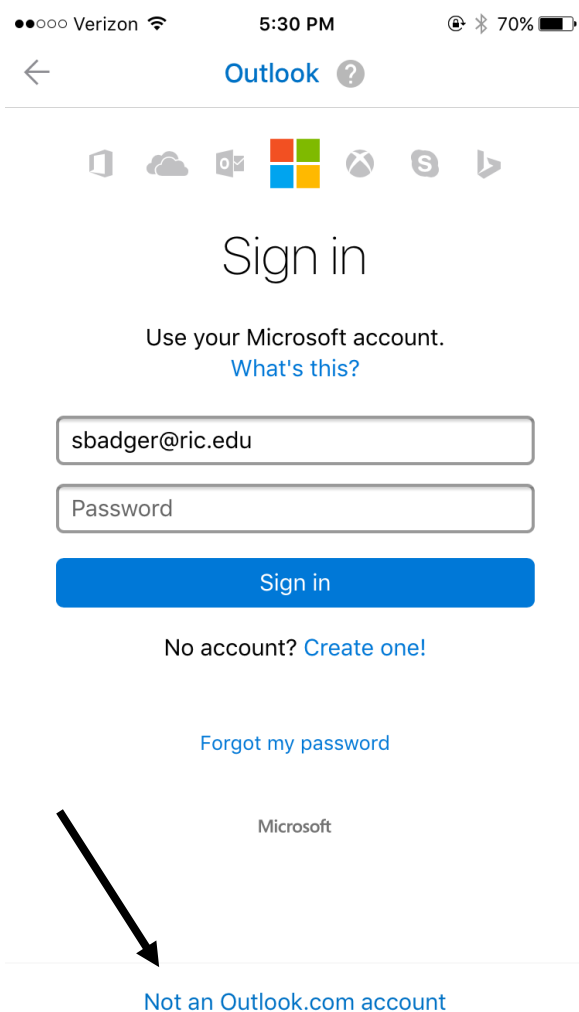## Add Email Account

Enter your work or personal
email address.

yourname@provider.com

Add Account

Microsoft may email you about Outlook Mobile. You
can unsubscribe at any time.
Privacy Statement

5. Enter in your **RIC email**.
6. Tap "**Add an Account**".

← **Outlook** ⑦

Sign in

Use your Microsoft account.
What's this?

| sbadger@ric.edu |

| Password |

| Sign in |

No account? Create one!

Forgot my password

Microsoft

Not an Outlook.com account

7. Click "**Not an Outlook.com account**".

← Add Email Account

Select your email provider:

MICROSOFT

Office 365

Outlook.com

Exchange

OTHER

Yahoo! Mail

iCloud

Google

ADVANCED

IMAP

8. Tap "**Office 365**".

Office 365

sbadger@ric.edu

Password

Sign in

Can't access your account?

9. Enter in your password.
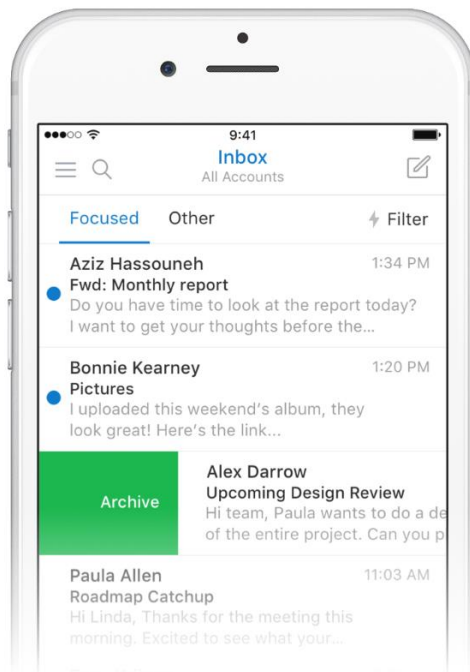
Add Another Account

Would you like to add
another account?

| Maybe Later | Let's Do It! |

10. Tab "**Maybe Later**".

Focused Inbox

We've put your most important,
actionable emails here.

Skip   →

11. You can either do:
    o Tap the **right arrow** to go through the different screens providing you with some information about the Outlook app
    o Tap "**Skip**" button to go right into the Outlook app.
12. You are now seeing your email listed in your Outlook app.