

Setup Outlook On Your Phone

To sign into you Outlook App on your phone, you must have your account already set up and working online on a computer.

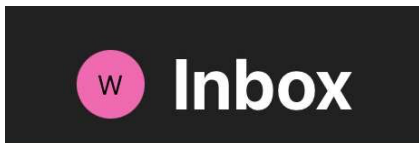
Outlook App NOT currently installed/setup

- Open app store or PlayStore
 - Search for Outlook
 - Install and open app Choose add account
 - Type in email address and password
 - Click next accepting all defaults o Allow/Deny notifications, app tracking, etc.. to your liking

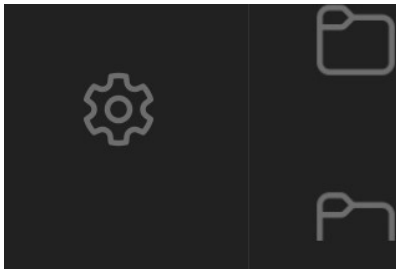
 - Emails should start populating
-

Outlook app EXIST currently installed/setup with work and/or other accounts

- Open outlook App
- Select bubble top left of screen



- Bubble may differ color, letters, etc.. than seen here Select settings cog on bottom left of pop out window



- Select exiting work email under accounts (if applicable)



Microsoft 365
Work

-
- Account name, email service type, etc... may differ from this
- Scroll to bottom and select remove account

Reset Account

Remove Account

-
- Once removed and/or alternative emails setup select add account

Add Mail Account

-
- Type in email address and password
- Click next accepting all defaults
- Emails should start populating