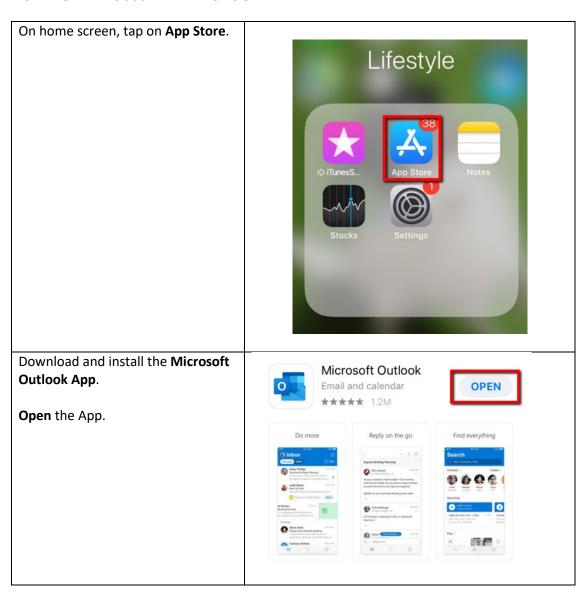
EMAIL & CALENDARS

How to Add O365 Email to iOS Microsoft App

PURPOSE: Add O365 Email to iOS Microsoft App

HOW TO ADD 0365 EMAIL TO IOS NATIVE APP:





EMAIL & CALENDARS

On the Add Account screen, type in your username, followed by **Add Account** @cu.edu. Enter your work or personal email Click Add Account. lastnamef@cu.edu Add Account Privacy & Cookies When prompted Enter Password. Microsoft Tap Sign In. eavess@cu.edu **Enter password** ••••••• Forgot my password Sign in with another account Sign in



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If you are only adding your account, Add Another Account on the Add Another Account screen, tap Maybe Later. Would you like to add another account? Let's Do It! Maybe Later Click Next. Not Office 365 (?) Office 365 Microsoft eavess@cu.edu More information required Your organization needs more information to keep your account secure Use a different account Next



EMAIL & CALENDARS

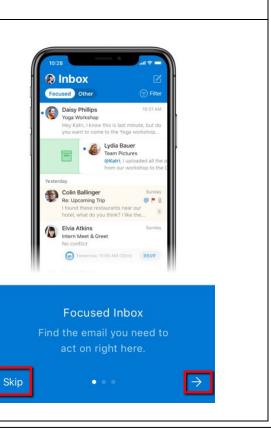
You will be able to add this information at another time. Tap cancel to complete setup.

don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. You'll need to set up at least 1 of the options below.

Authentication Phone is not configured. Set it up now
Authentication Email is not configured. Set it up now
Security Questions are not configured. Set them up now

A tutorial will display. You can either **Skip** or page through the screens.





EMAIL & CALENDARS

You will be asked if you want to Enable Notifications. Select Turn On if you do. **Enable Notifications** Outlook uses notifications as a way to make sure your inbox is always up-todate. Disabling them might delay email delivery. No Thanks Turn On View Inbox. The lower part of screen provides icons to move **UIS Service Desk** 9:47 AM between Mail, Search, and Calendar.