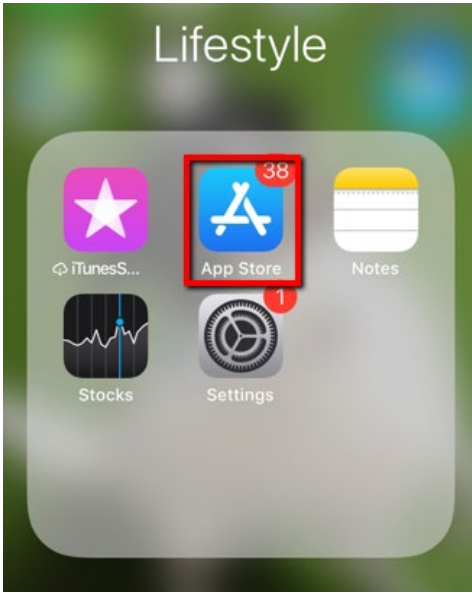
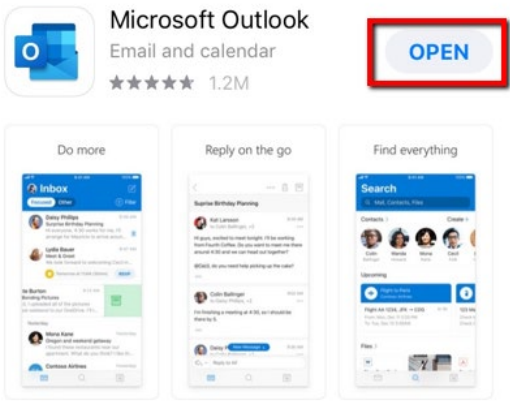


### How to Add O365 Email to iOS Microsoft App

**PURPOSE:** Add O365 Email to iOS Microsoft App

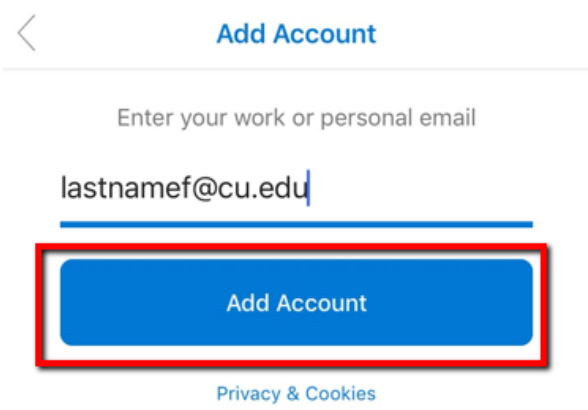
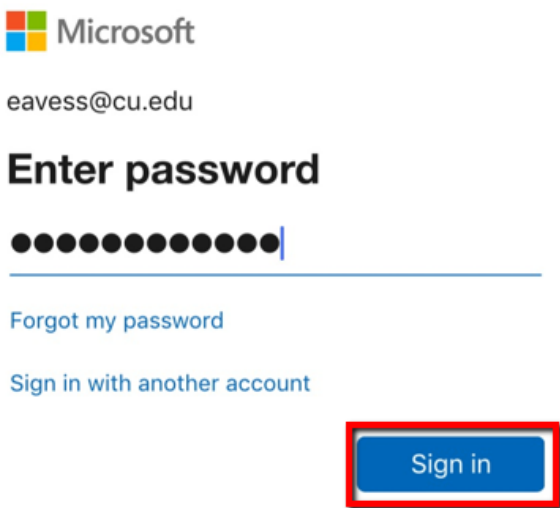
**HOW TO ADD O365 EMAIL TO iOS NATIVE APP:**

|   |  |
|---|--|
| <p>On home screen, tap on <b>App Store</b>.</p>   |   |
| <p>Download and install the <b>Microsoft Outlook App</b>.</p> <p><b>Open</b> the App.</p> |  |



# UIS SERVICE DESK

## EMAIL & CALENDARS

|  |   |
|--|---|
| <p>On the Add Account screen, type in your username, followed by @cu.edu.</p> <p>Click <b>Add Account</b>.</p> |   |
| <p>When prompted <b>Enter Password</b>.</p> <p>Tap <b>Sign In</b>.</p>   |  |



University of Colorado  
Boulder | Colorado Springs | Denver | Anschutz Medical Campus  
UNIVERSITY INFORMATION SERVICES

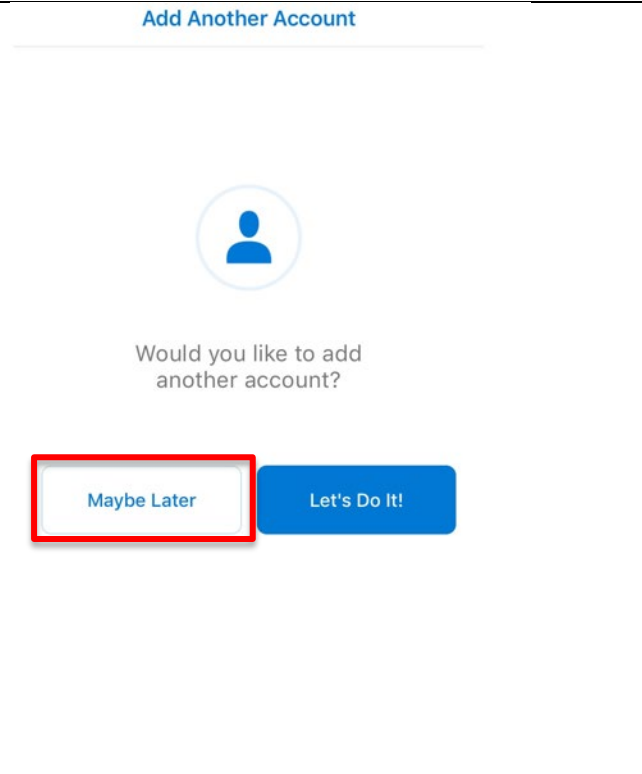
### Contact UIS

Call: (303) 860-4357  
Email: help@cu.edu

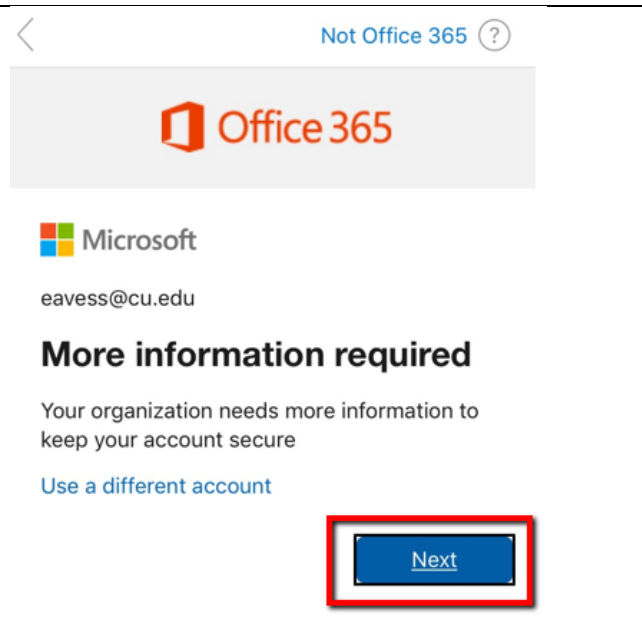
# UIS SERVICE DESK

## EMAIL & CALENDARS

If you are only adding your account, on the Add Another Account screen, tap **Maybe Later**.



Click **Next**.



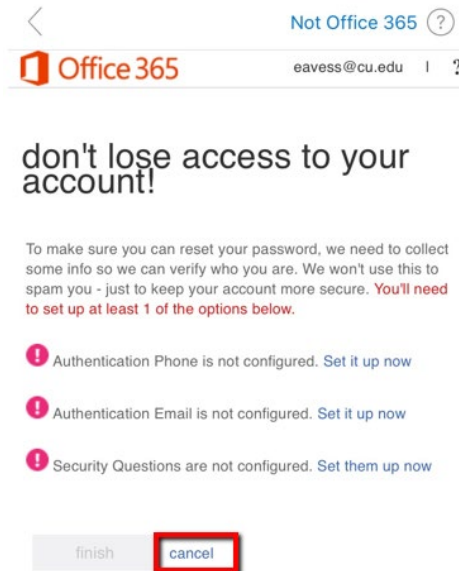
University of Colorado  
Boulder | Colorado Springs | Denver | Anschutz Medical Campus  
UNIVERSITY INFORMATION SERVICES

**Contact UIS**  
Call: (303) 860-4357  
Email: help@cu.edu

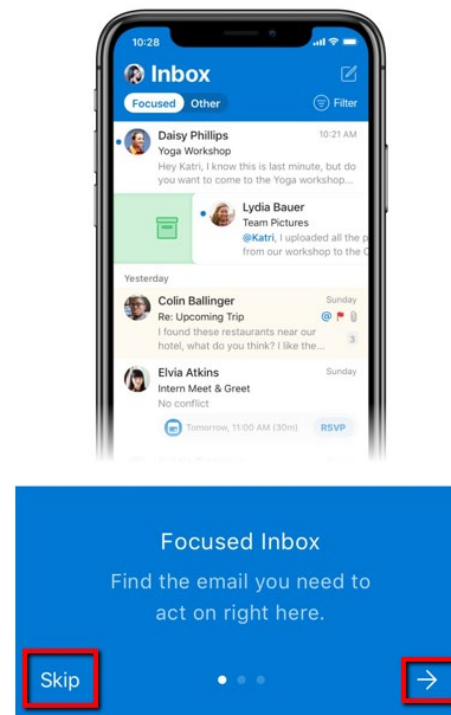
# UIS SERVICE DESK

## EMAIL & CALENDARS

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



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



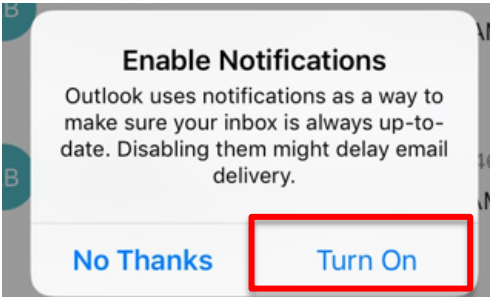

University of Colorado  
Boulder | Colorado Springs | Denver | Anschutz Medical Campus  
UNIVERSITY INFORMATION SERVICES

### Contact UIS

Call: (303) 860-4357  
Email: help@cu.edu

# UIS SERVICE DESK

## EMAIL & CALENDARS

|   |  |
|---|--|
| <p>You will be asked if you want to Enable Notifications. Select Turn On if you do.</p>                                     |  |
| <p>View Inbox. The lower part of screen provides icons to move between <b>Mail</b>, <b>Search</b>, and <b>Calendar</b>.</p> |  |



University of Colorado  
Boulder | Colorado Springs | Denver | Anschutz Medical Campus  
UNIVERSITY INFORMATION SERVICES

### Contact UIS

Call: (303) 860-4357  
Email: [help@cu.edu](mailto:help@cu.edu)