

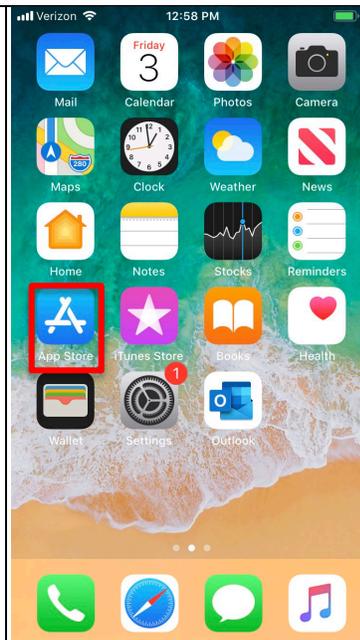
### Configuring and Installing Outlook for iOS

**PURPOSE:**

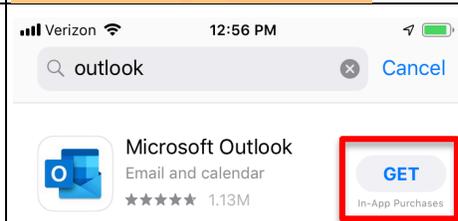
- Download and install Outlook for iOS
- Configure and use Outlook for iOS

**HOW TO CONFIGURE AND INSTALL OUTLOOK FOR IOS:**

First, open the App Store on your home screen.



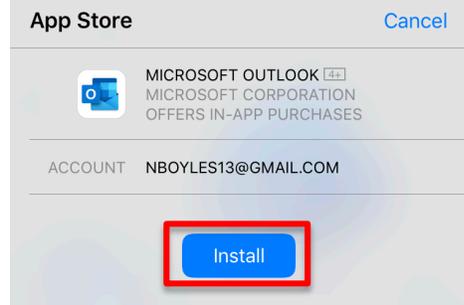
Next, search for Outlook and find the corresponding app, and click Get.



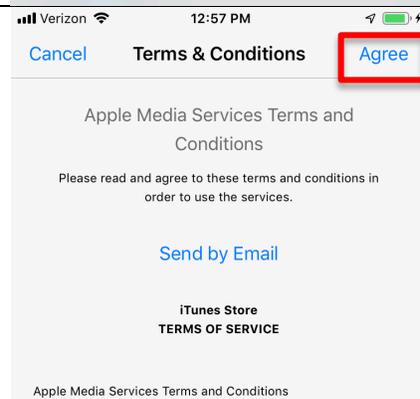
# UIS SERVICE DESK

## EMAIL & CALENDARS

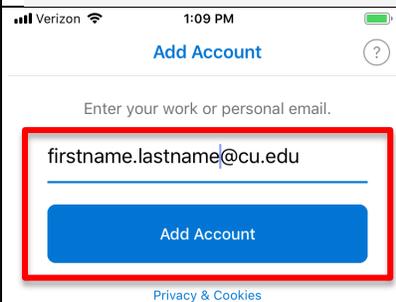
Click Install when prompted.



Once the app has installed, open it and click Agree to the Terms & Conditions.



Enter your CU email address then click Add Account.



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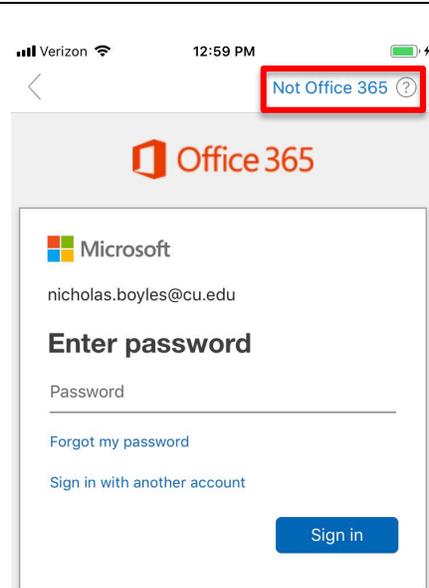
### Contact UIS

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

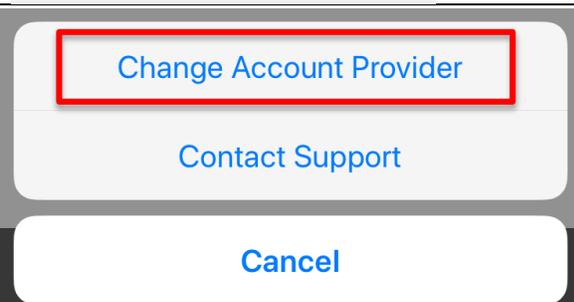
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Once the next screen pops up, select Not Office 365 in the top right.



In the pop-up that comes up, select Change Account Provider.



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## EMAIL & CALENDARS

In the Email Address, enter your CU email address and password.

Click the Use Advanced Settings button, then enter the following information:

- Under server enter exchange.cu.edu
- In Domain enter AD
- In username enter your CU username

Click Sign In.

Verizon 1:10 PM

Exchange

Email Address  
firstname.lastname@cu.edu

Password  
••••••••

Description (e.g. Work)

Server  
exchange.cu.edu

Domain  
AD

Username  
username

Use Advanced Settings

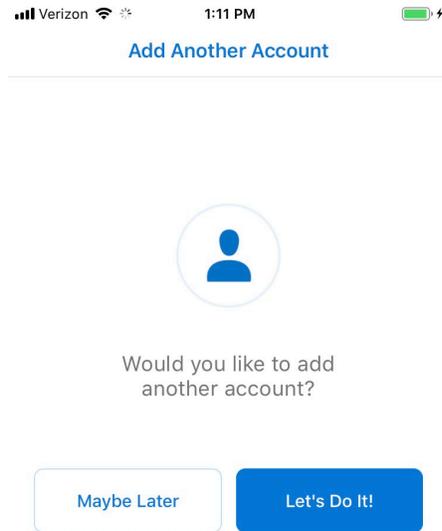
Sign In



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Once you get to this page, you have successfully added your CU email account.



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