

Set up the Outlook mobile app on an iPhone or iPad

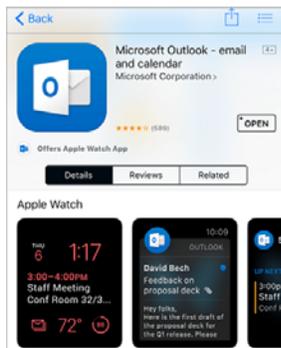
You can set up the Outlook mobile app on your iOS device to access your email, calendar, and contacts. The instructions below will show you how to set up your Office 365 Exchange Online mailbox on your mobile device.

On your iOS device, select on the **App Store icon**. Type **Microsoft Outlook** in the search box to find the Outlook for iOS app.

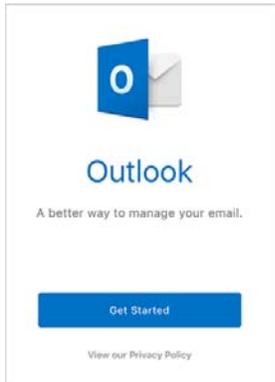
1. Select the **Microsoft Outlook** app in the search results, select **Get**, and then select **Install**.



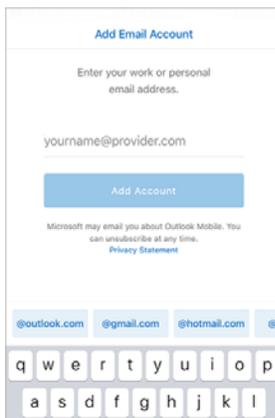
2. Sign in with your Apple ID or create an Apple ID if you don't have one.
3. After the app is installed, select Open.



4. Select **Get Started** on the home screen.



5. On the **Get Notified** screen, select the options (email, calendar invitations, etc.) in which you would like to be notified.
6. On the **Add Email Account** screen, enter your HU email address and select **Add Account**.



7. The Outlook app will detect if your account is hosted by Office 365.
8. On the **Sign in** screen, type your HU password and select **Sign in**.



9. Outlook may close out so the Microsoft apps can sync. Open outlook from the icon on your phone.
10. You may be prompted to create a personal identification number (PIN) to access your account. Make sure its not anything anyone else could guess.