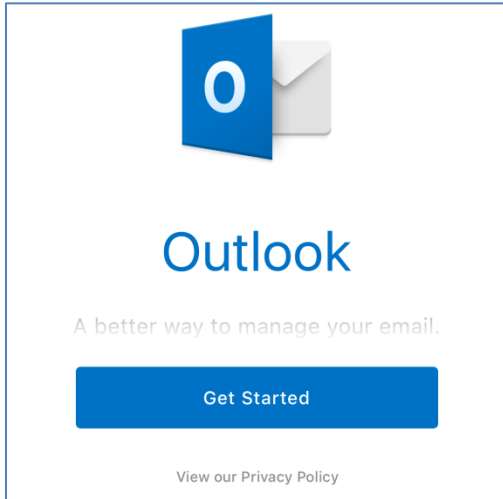




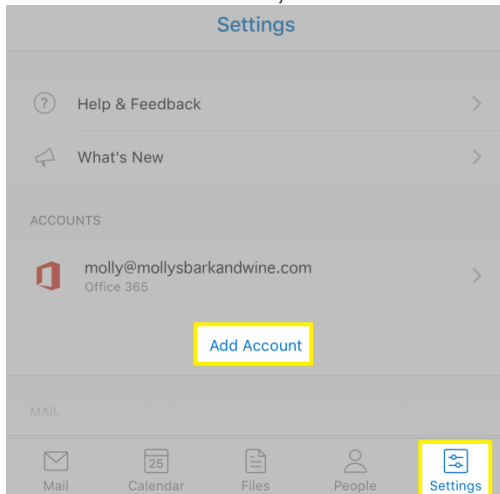
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### How To Add Outlook 365 to Your Phone or iPad

1. Install the [Microsoft Outlook app](#) if you don't have it already, then open it.
2. If this is the first time you're opening the app, tap **Get Started**.



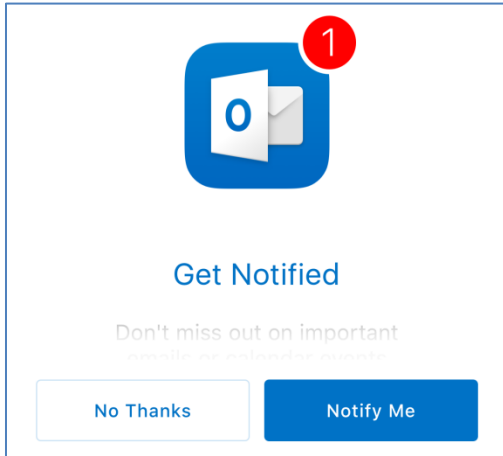
3. If you have already set up an email account in the Outlook app, tap **Settings**, and then **Add Account**, and then **Add Email Account**.



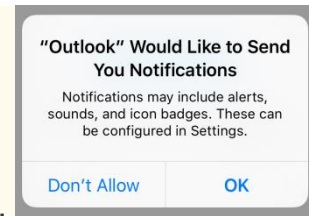


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4. Decide if you want the Outlook app to send you notifications, and tap the appropriate option.



If you choose **Notify Me**, tap **OK** on the pop-up notification.



5. Enter your full Office 365 email address.



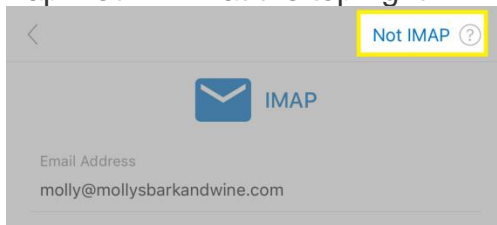
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6. Tap **Add Account**.

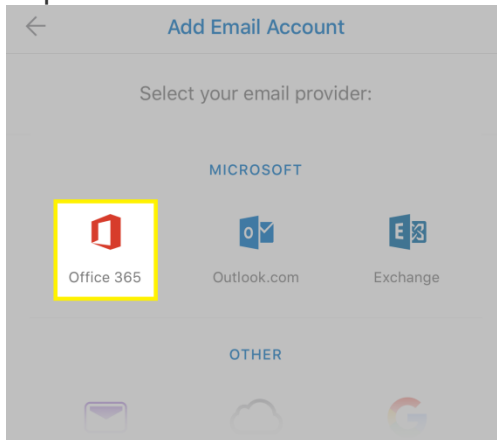
Note: If it asks to sign in with your google account, select "Not google" in top right to change account provider. Select Office 365.

7. If you see the **Office 365** log in screen, skip to step 8.  
If you see the **IMAP** screen, it means the Outlook app has not detected your Office 365 settings:

a. Tap **Not IMAP** at the top right.



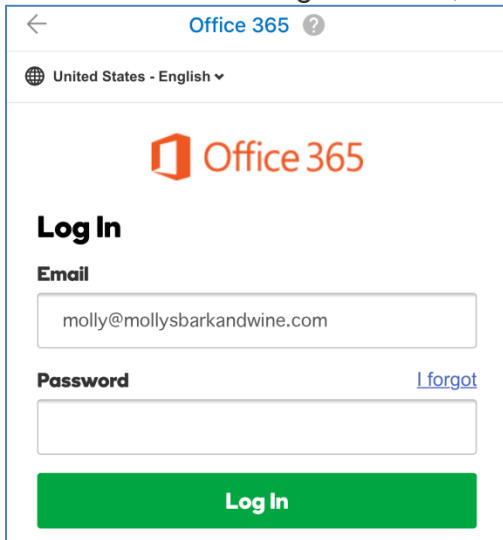
b. Tap **Office 365**.





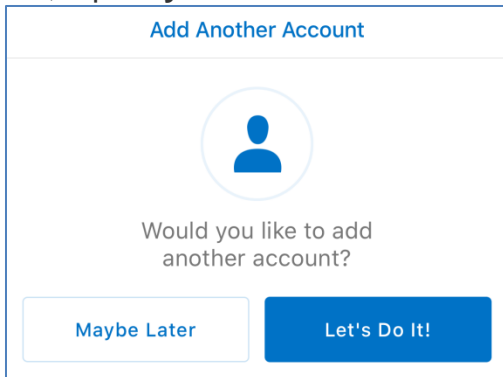
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8. On the **Office 365** log in screen, enter your **Password**.

A screenshot of the Office 365 mobile login interface. At the top, there is a back arrow, the text 'Office 365', and a help icon. Below that is a globe icon and the text 'United States - English'. The Office 365 logo is prominently displayed. Underneath is the heading 'Log In'. There are two input fields: 'Email' containing 'molly@mollysbarkandwine.com' and 'Password' which is empty. A blue link 'I forgot' is next to the password field. At the bottom is a large green button labeled 'Log In'.

9. Tap **Log In**.

10. If you want to add another email account to the Outlook app, tap **Let's Do It!**. If not, tap **Maybe Later**.

A screenshot of the 'Add Another Account' screen in the Outlook app. At the top, it says 'Add Another Account'. In the center is a blue person icon inside a circle. Below the icon, the text asks 'Would you like to add another account?'. At the bottom, there are two buttons: 'Maybe Later' (light blue) and 'Let's Do It!' (dark blue).

11. Swipe through the Outlook app introduction screens, until you see your inbox.

That's it. If everything is working, you should see some email messages.