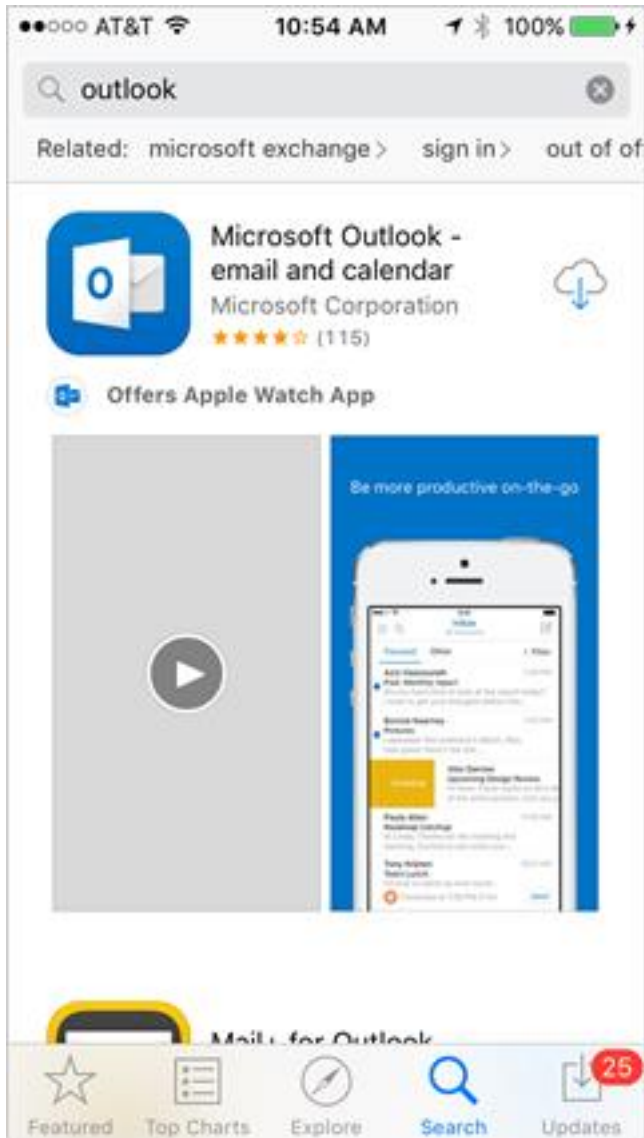


Configure iOS Outlook App for Office 365

How to Configure the iOS Outlook App for Office 365

The Microsoft Outlook app is the recommended way to access your Office 365 email and calendar on an iOS device. Outlook is compliant with CAU information security requirements.

- 1) On your mobile device, go to the App Store and download the [Microsoft Outlook app](#).



2) Open the app after it is installed.

3) Tap **Get Started**.



Outlook

A better way to manage your email.

Get Started

[View our Privacy Policy](#)

4) Choose whether or not you would like Outlook to send you notifications.



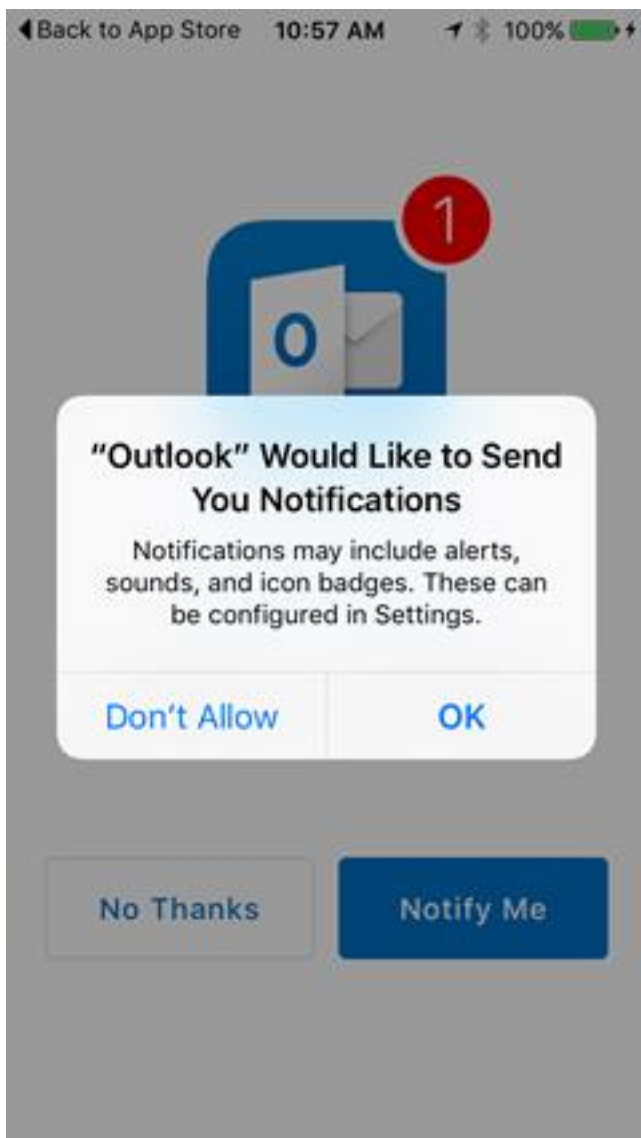
Get Notified

Don't miss out on important
emails or calendar events

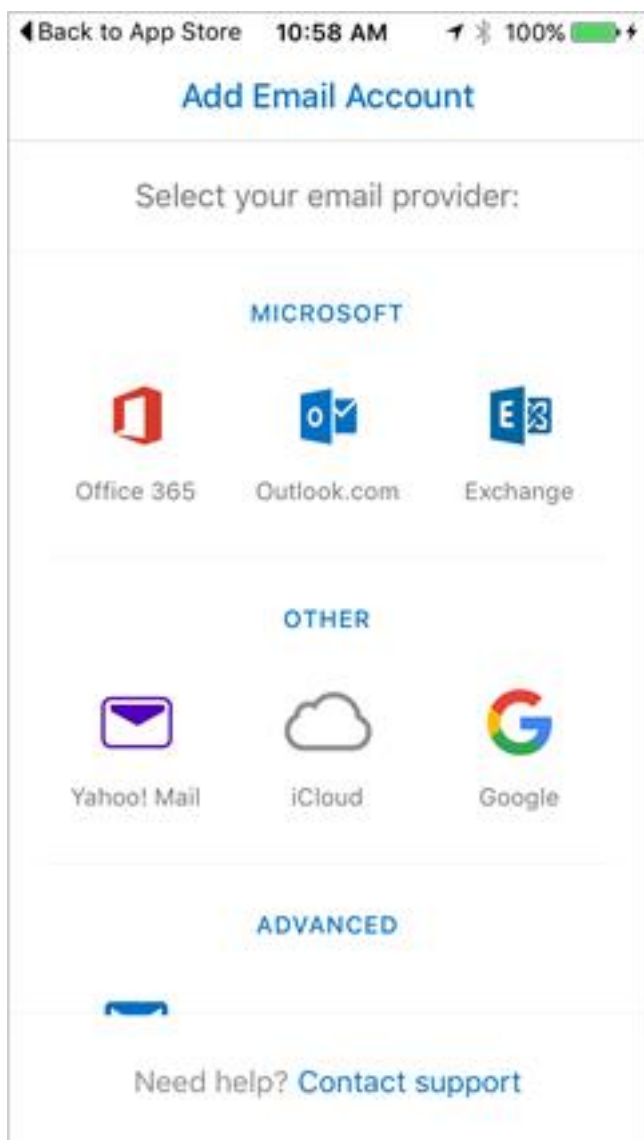
No Thanks

Notify Me

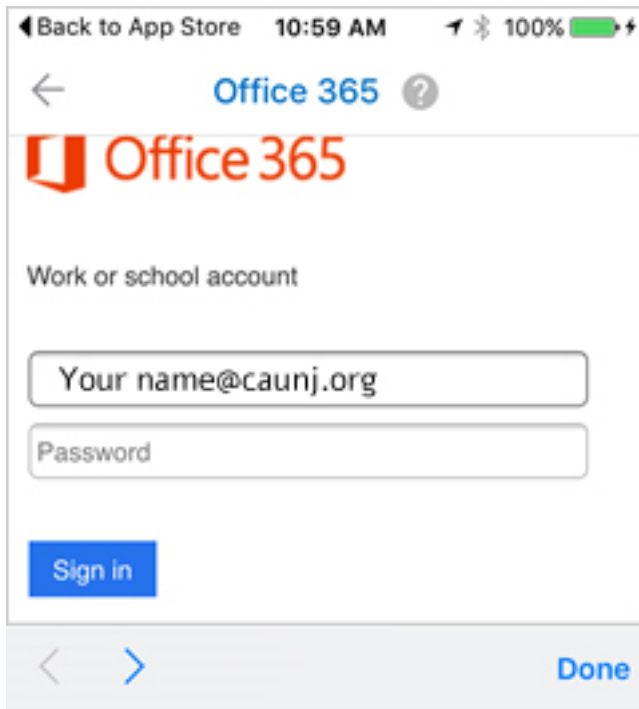
5) If you chose to get notified, a popup displays saying Outlook would like to send you notifications. Tap **OK**.



6) When prompted to add an email account, tap **Office 365**.

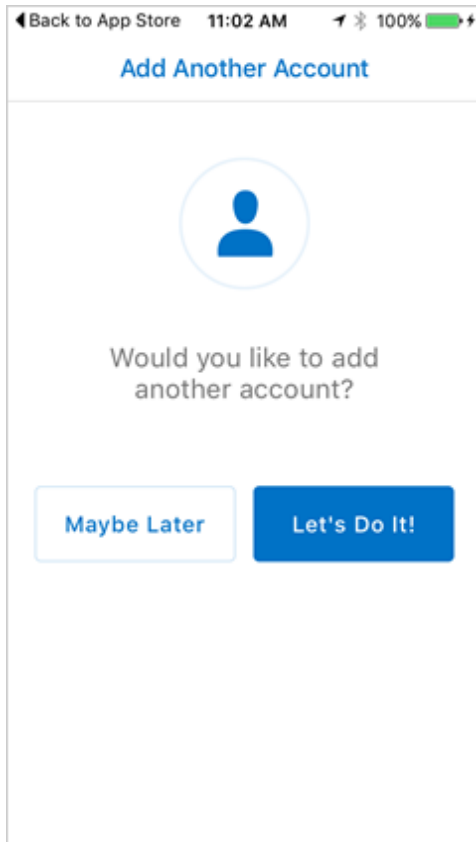


7) Enter your @caunj.org email address and caunj password (The same password you use for logging into a computer or using parallels) tap **Sign In**.



The screenshot shows the Office 365 login interface on a mobile device. At the top, the status bar displays 'Back to App Store', '10:59 AM', and '100%' battery. Below the status bar, there is a back arrow, the text 'Office 365' with a help icon, and the Office 365 logo. The main heading is 'Work or school account'. Below this, there are two input fields: 'Your name@caunj.org' and 'Password'. A blue 'Sign in' button is positioned below the password field. At the bottom, there are navigation arrows and a 'Done' button.

8) You have the option to add another account. Tap **Maybe Later** to proceed to your Office 365 email in Outlook.



The screenshot shows the 'Add Another Account' screen on a mobile device. At the top, the status bar displays 'Back to App Store', '11:02 AM', and '100%' battery. Below the status bar, there is a back arrow, the text 'Add Another Account', and a user icon. The main heading is 'Would you like to add another account?'. Below this, there are two buttons: 'Maybe Later' and 'Let's Do It!'.

9) A few screens of help text are presented, which you can read or skip. Your Office 365 Inbox then displays.