

Setting up Outlook for Mobile

iPhone and Android

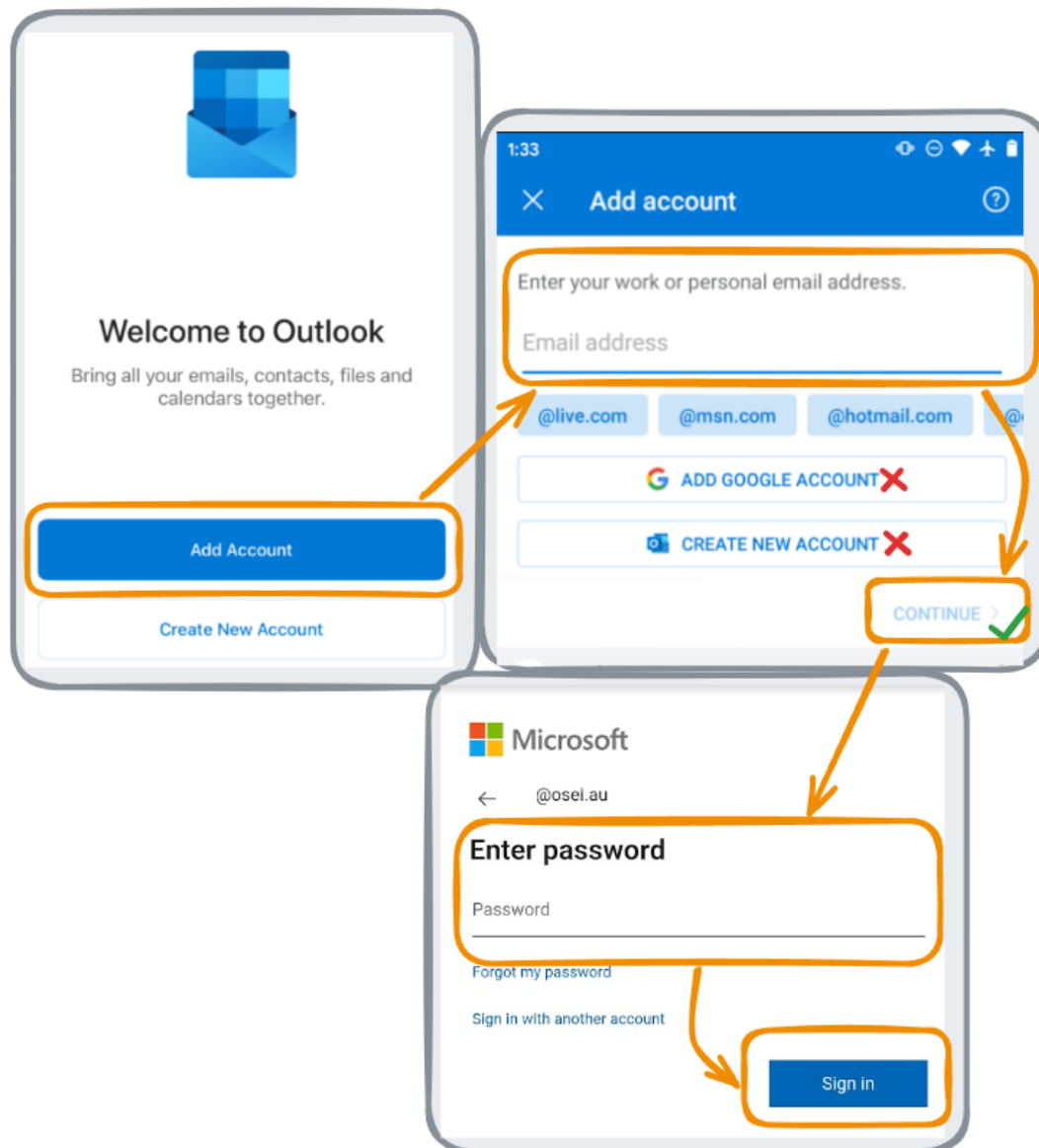
Step 1

(the only step if it's your first account on the app)

If this is your first time using the app, you'll be met with a welcome screen asking for your email. Hit 'Add Account' and enter your email address on the following screen.

This screen trips some people up (me included), the two buttons beneath the field into which you enter your email address aren't what you're after. They are to create or add other accounts. Once you put in the email address the continue button will light up. Tap on that guy.

And you're done! Enjoy your email.



Step 2

If you already have accounts in the Outlook app

If you've already got accounts in the app you'll be looking at your inbox. At the top left hand corner you'll see the little 'Home' icon, tapping that will bring out the side menu with your mailboxes. At the very bottom find the little cogwheel for the settings, tap on that.

Once in settings find and hit accounts, once met with your accounts list tap 'Add account' and then you'll be back at step one.

