



Quick Reference: **IOS Mobile Device Download**

Keep in Mind

Before Downloading the Outlook App, Follow the **MS Authenticator IOS Tip Sheet** first. You must have the Authenticator app in order to use the Outlook App.

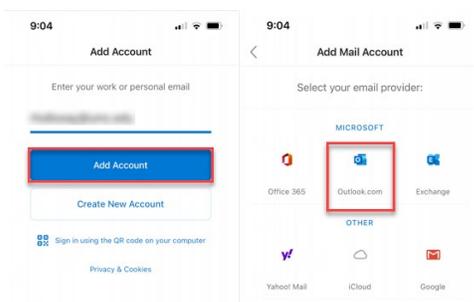
Download the Outlook App

1. On your Mobile Device in the App Store, search and download the Outlook App.

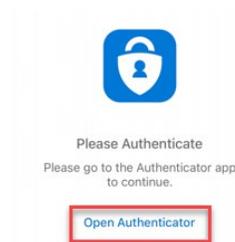


Outlook App Set-Up

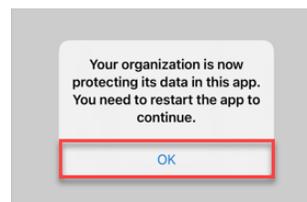
1. Once in the App, type your UMMC Email Address and select **Add Account** then select **Outlook** as your Email provider.



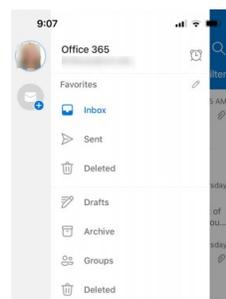
2. You will then be prompted to go the Authenticator App.



3. Once in the Authenticator App, it will ask you to restart the app. Select **OK**.



4. Go out of the Authenticator App. Click back into the Outlook App and you are Logged in.



Use the button (your profile picture) in the top-left corner next to **inbox** to navigate between Folders and access the Settings menu.

Use the menu at the bottom to navigate between **Mail**, **Search**, and **Calendar**.

