Outlook and Authenticator Apps for your 
Apple Mobile Device

**Tip Sheet**

**Download the Outlook App and Microsoft Authenticator App**

1. Get and install both the Outlook App and the Microsoft Authenticator App on your Apple mobile device from the App Store. (There are several Authenticator Apps - verify it’s the MICROSOFT AUTHENTICATOR app). You must have the Authenticator app in order to use the Outlook app.

2. Open the Outlook app once both apps have finished downloading.

3. Type in your UMMC email address and tap “Add Account”.

4. Tap “Open Authenticator”. The app will automatically open.

5. Tap “Allow”.

6. Tap “OK”. This can be turned off under the Settings menu in the app after setup if desired.

7. Type in your UMMC email address & network password. Tap “Sign in”.

8. Tap “Register”.


10. Create a 6-digit pin. Then re-enter that pin to confirm it.

11. Tap “Turn On” to continue.

12. Tap “Allow” or “Don’t Allow” for Outlook Notifications. This can be adjusted later in the phone’s Settings app.

13. Open Authenticator to verify your Azure AD* account has been added.

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**Use the button 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.**

*Note: It will take a couple of minutes for your calendar to sync. You may have to close and reopen the Outlook app to verify your calendar has synced after a couple of minutes.*

Your new Webmail address is: https://outlook.com/owa/umc.edu.

*Azure AD is simply the account name given by Microsoft Authenticator which is tied to your UMMC credentials.*