



Configuring Outlook for iOS on an iPhone or iPad

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How do I configure the Outlook for iOS app?

1. Download and install the Outlook app for your iPhone or iPad from the App Store.



2. Open the app and press Get Started.



3. Swipe to the left until you see the option to **Add an Account.**

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4. Select the **Office 365** icon in the top left.



5. Type in your email address.

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← Office 365 ⑧
Office 365
Sign in with your work or school account
someone@example.com
Password
Sign in Cancel
Can't access your account?
Your work or school account can be used anywhere you see this symbol. © 2015 Microsoft Terms of use Privacy & Cookies

6. You will be redirected to the UM Single Sign-On page. Type in your caneID and password and then press **Sign In.**

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7. Your mailbox should configure and load. It may take a few seconds for the app to sync.



8. Select whether or not you would like to allow the app to send you notifications.

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How do I open a shared mailbox in the Outlook for iOS app?

As of now, it is not possible to open a shared mailbox in the app.

https://community.office365.com/en-us/f/173/t/351990

How do I remove my account in the Outlook for iOS app?

1. In the bottom right hand corner of the screen, click on Settings.



2. Click the account you'd like to remove.

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3. At the bottom of the screen, select **Delete Account.**

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4. Select Delete From This Device.

