



Office 365

Configuring Outlook for iOS on an iPhone or iPad

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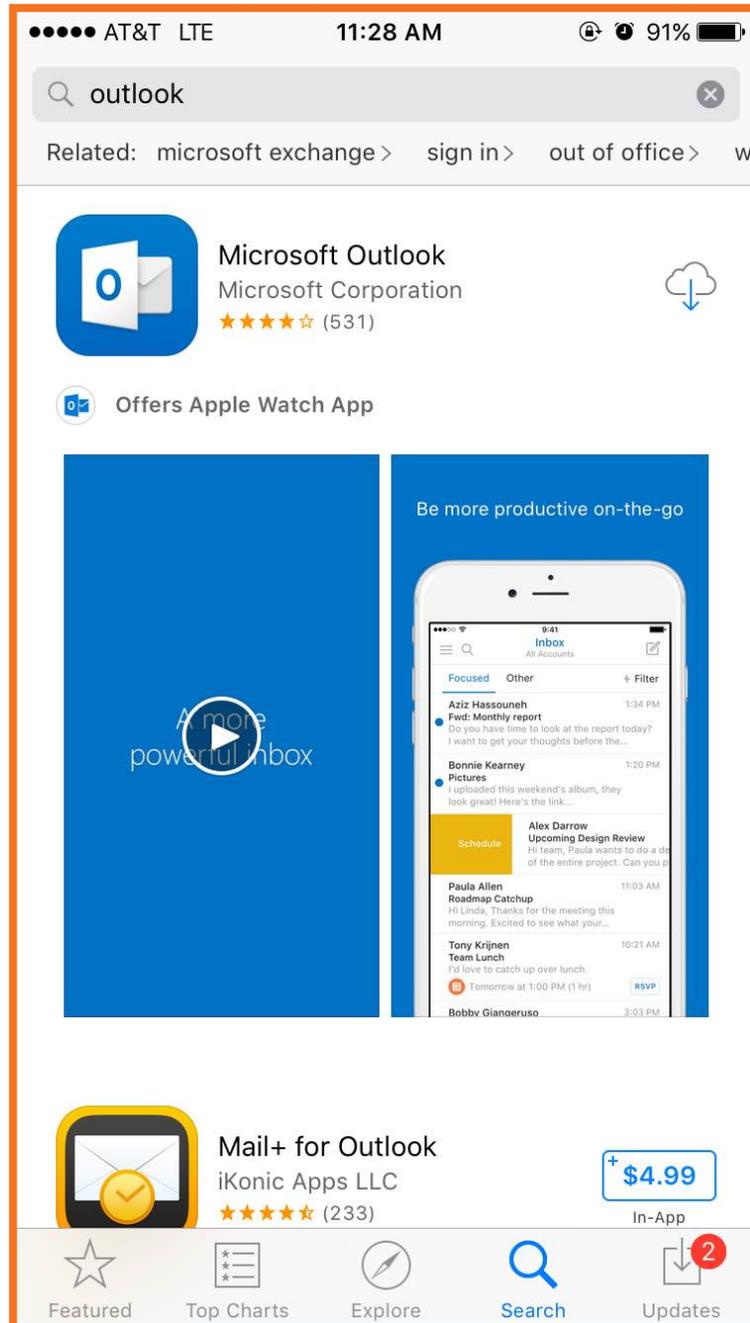
IT Training <http://www.miami.edu/it/training>

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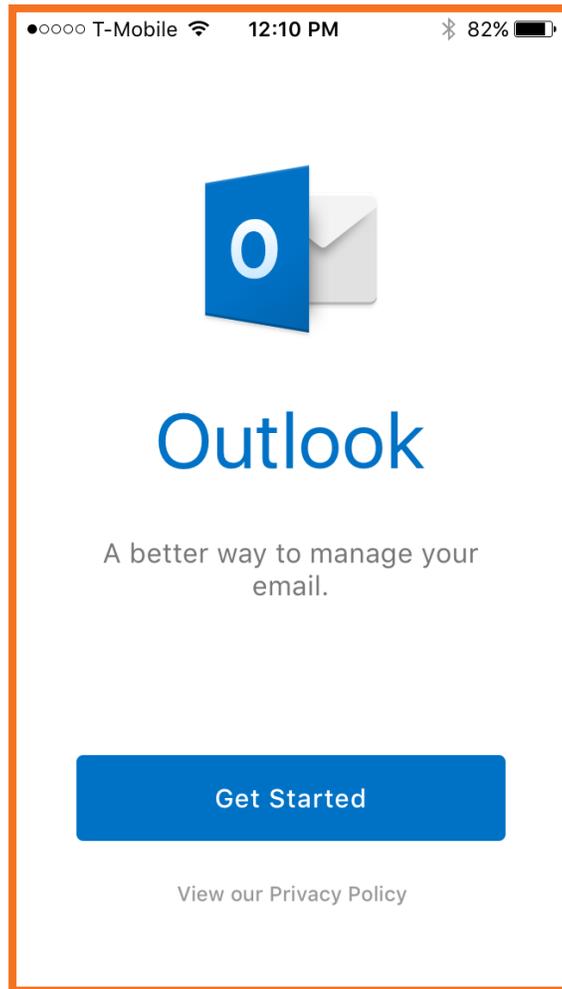
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How do I configure the Outlook for iOS app?

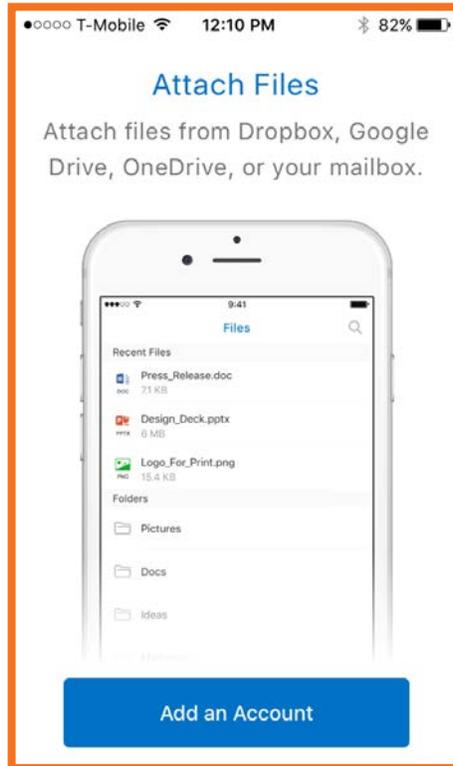
1. Download and install the Outlook app for your iPhone or iPad from the App Store.



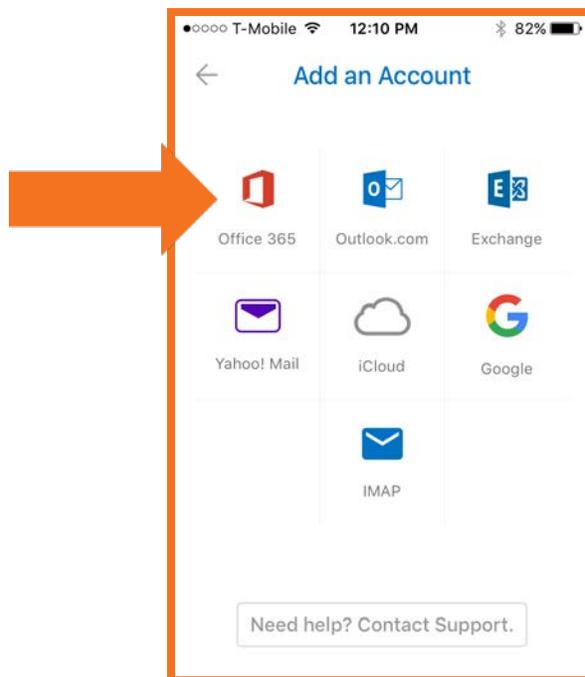
2. Open the app and press **Get Started**.



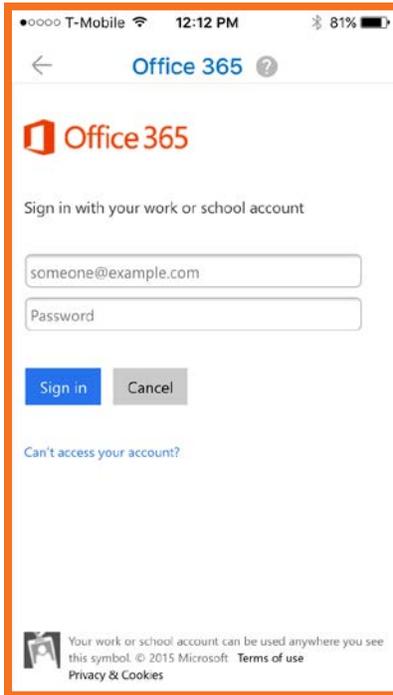
3. Swipe to the left until you see the option to **Add an Account**.



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



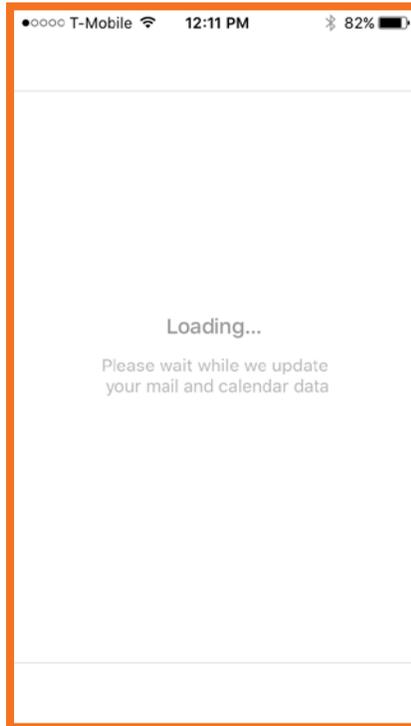
5. Type in your email address.



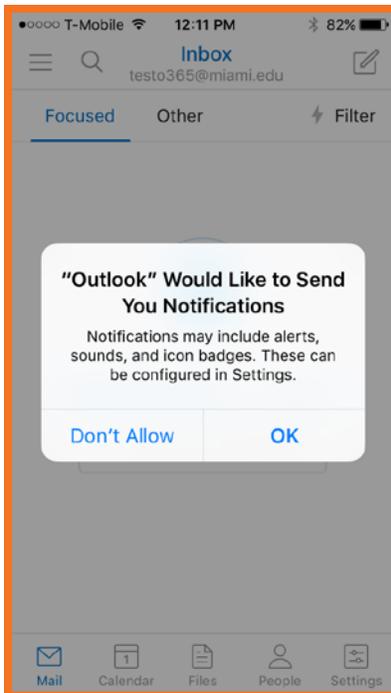
6. You will be redirected to the UM Single Sign-On page. Type in your canelID and password and then press **Sign In**.



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.



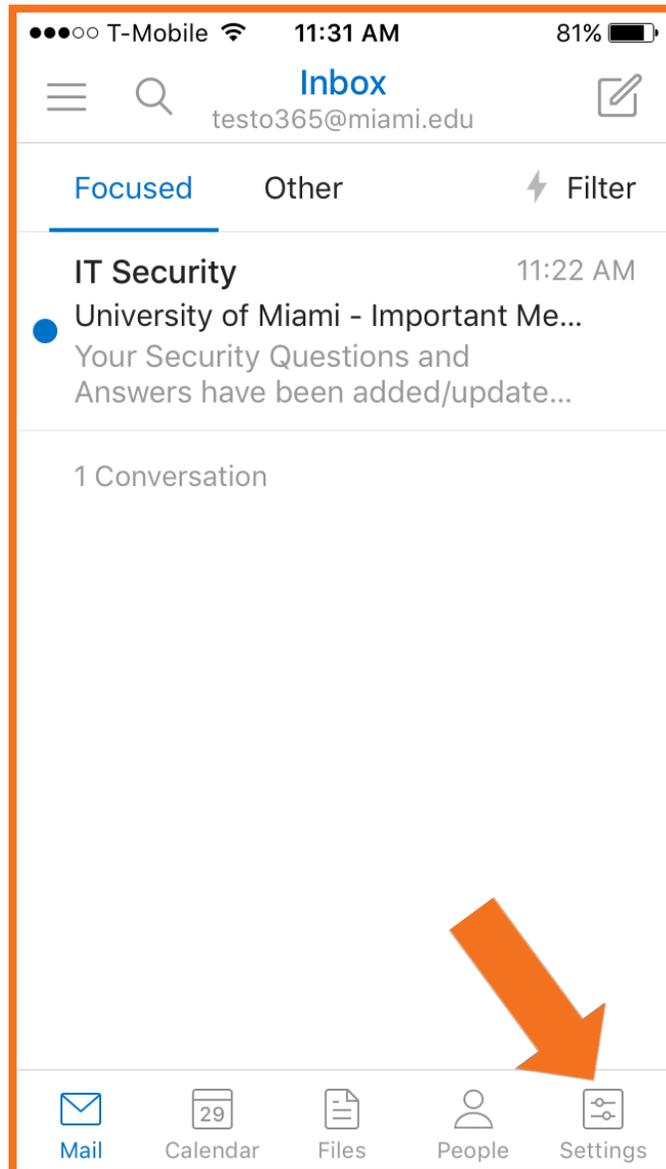
How do I open a shared mailbox in the Outlook for iOS app?

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

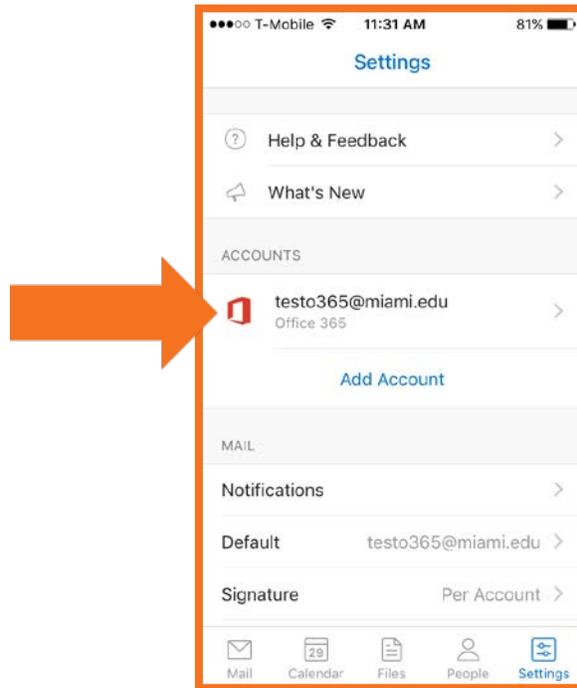
<https://community.office365.com/en-us/f/173/t/351990>

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

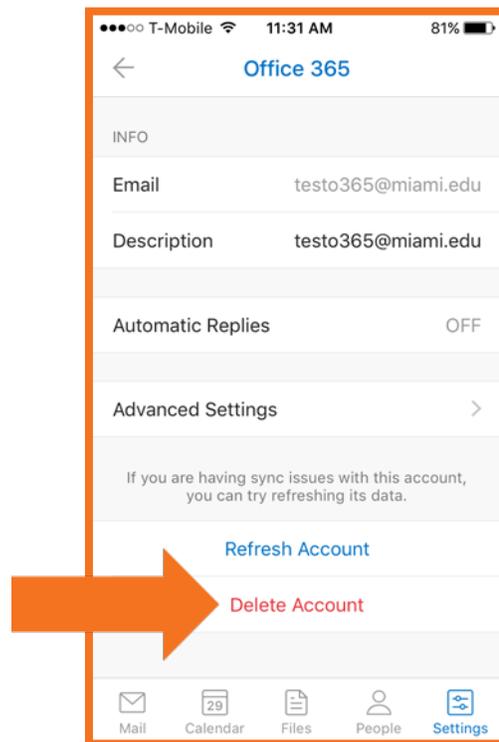
1. In the bottom right hand corner of the screen, click on **Settings**.



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



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



4. Select **Delete From This Device**.

