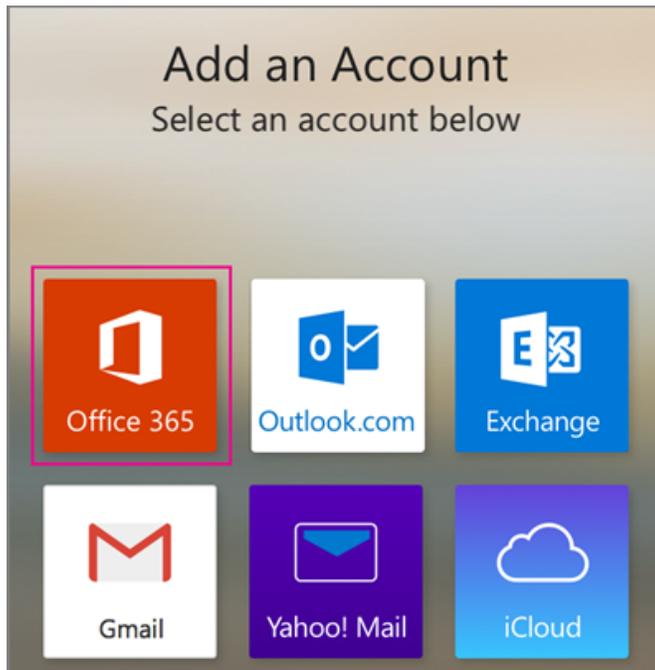




Using Outlook for iOS

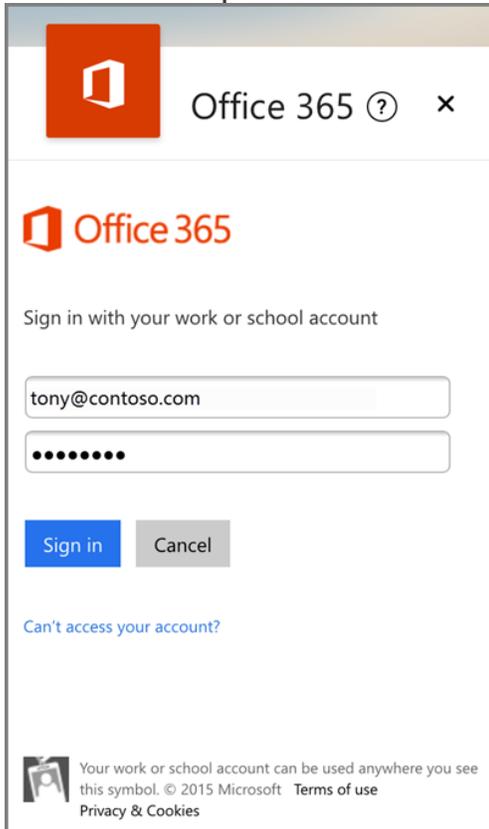
NOTE Outlook for iOS requires iOS 8.0 or higher. App availability varies by country so [find out what's available in your country](#). If the app is incompatible with your device, try adding your mail account using the built-in mail app that comes with your device.

- 1 Download the [Outlook for iOS](#) app from the Apple Store if you haven't installed it yet.
If you already have it installed, open it, then tap **Settings** > **Add Account**.
- 2 Tap **Office 365** if you have a work or school account in Office 365 for business.

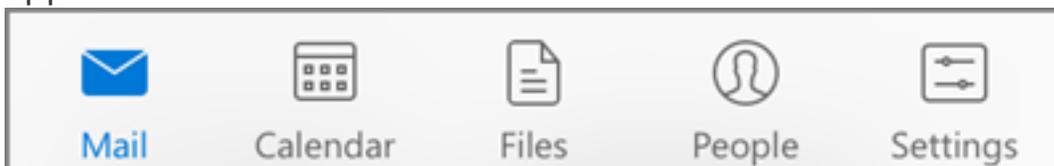


- 3 Type your full email address, for example `jdoe@wtps.org`, type your password, and then tap **Sign in**.
TIP If you get a time-out message, your password or other information might be incorrect. Retype the information, and then try again.

NOTE If you previously selected Exchange to set up your account you may receive a message about security upgrades and you'll need to re-sign in. Follow the prompts and sign in with your full email address and password.



- 4 Select **Yes** to let the app access your info. Outlook for iOS begins syncing.
- 5 Tap one of the icons to view your calendar, files, or contacts in the app.



- 6 To learn more about using Outlook for iOS, tap **Settings** > **Help**. Or, see [Frequently asked questions about Outlook for iOS and Android](#)

Add another account

- 1 You can have more than one email account in Outlook for iOS. Tap **Settings > + Add Account**.
- 2 Go back to the top of this page and [select the type of account you want to add](#).

Delete an account

- 1 Tap **Settings**.
- 2 Tap the account you want to delete.
- 3 Select **Remove Account**, and then select **From Device** or **From Device & Remote Data**.