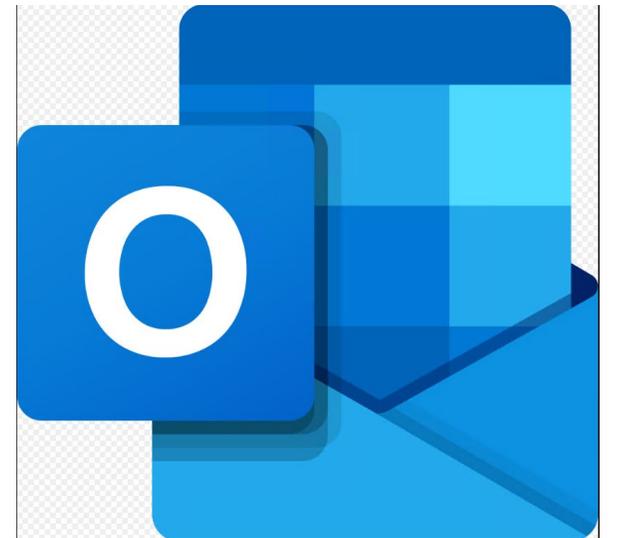
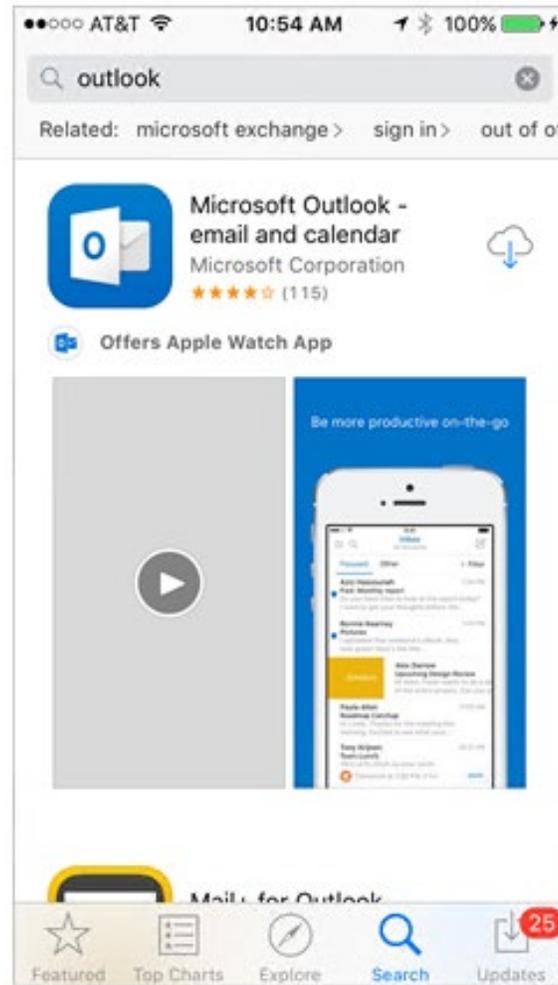


The Following Sections Will
Show You How To Download
And Access Outlook On Your
iPhone Devices.

HOW TO DOWNLOAD AND INSTALL OUTLOOK APP ON IPHONE DEVICES

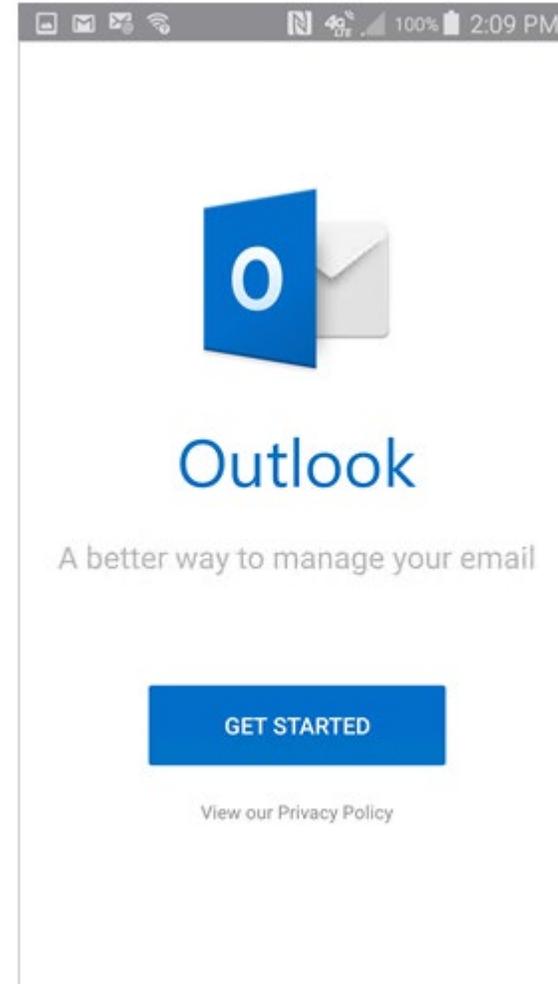
1) On your mobile device, go to the App Store and download the Microsoft Outlook app.



HOW TO DOWNLOAD AND INSTALL OUTLOOK APP ON IPHONE DEVICES (Cont.)

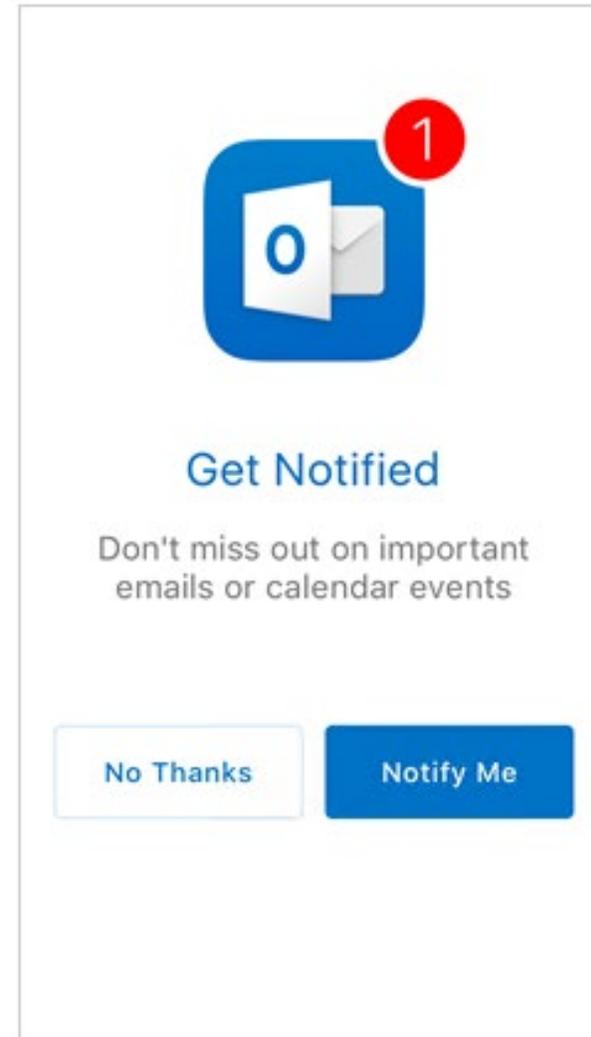
2. Open the app after it is installed

3. Tap **“GET STARTED”**



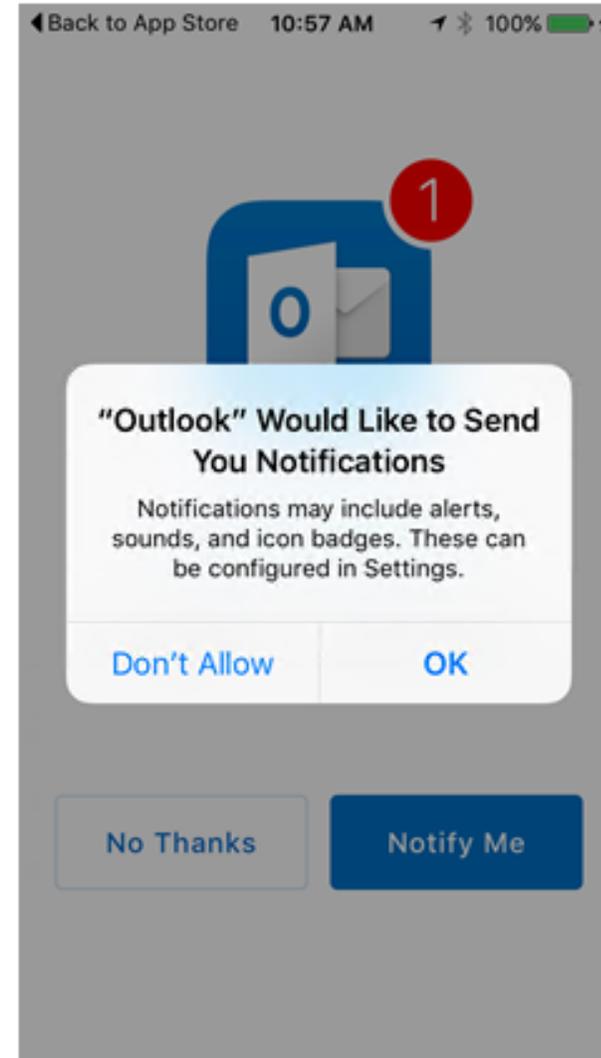
HOW TO DOWNLOAD AND INSTALL OUTLOOK APP ON IPHONE DEVICES (Cont.)

4) Choose whether or not you would like Outlook to send you notifications



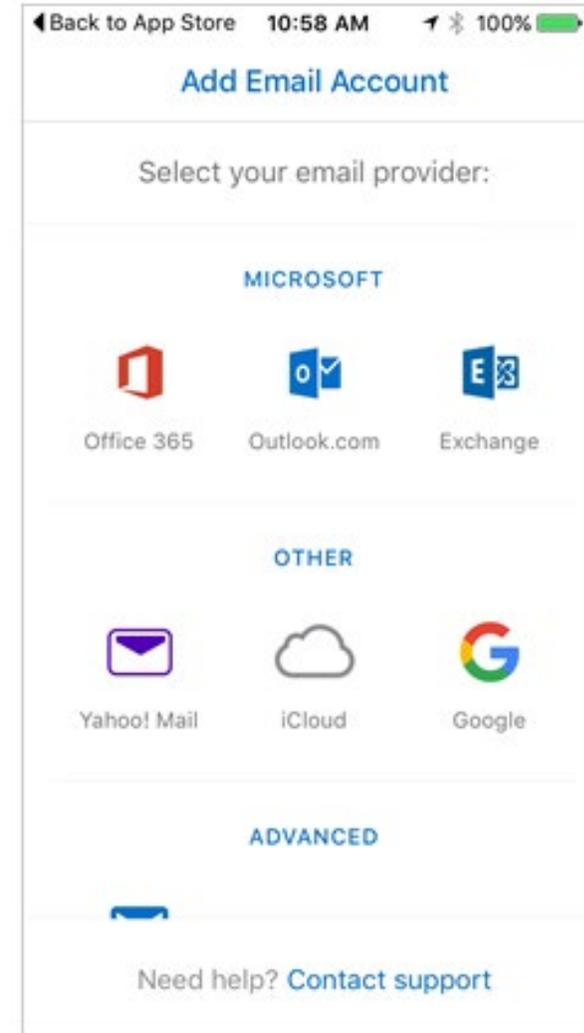
HOW TO DOWNLOAD AND INSTALL OUTLOOK APP ON IPHONE DEVICES (Cont.)

5) If you chose to get notified, a pop-up will display saying “Outlook would like to send you notifications.” Tap **“OK.”**



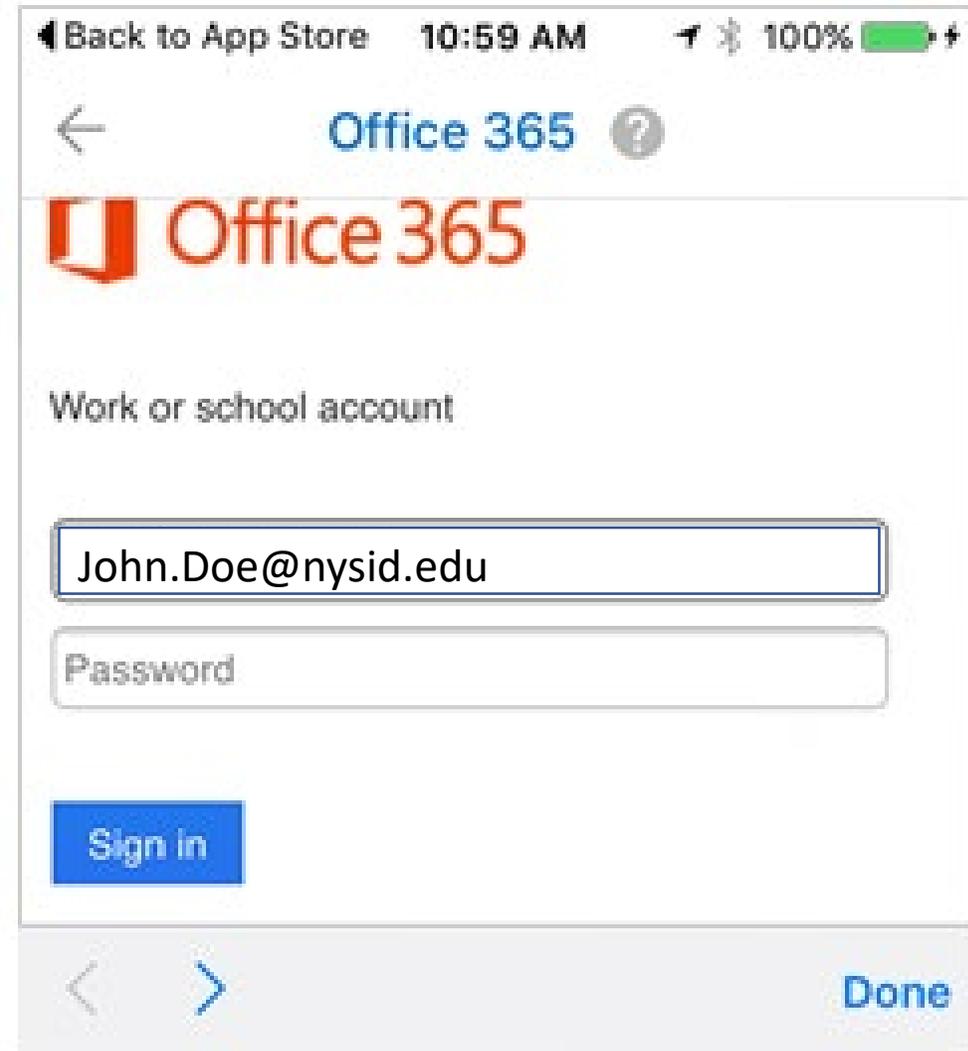
HOW TO DOWNLOAD AND INSTALL OUTLOOK APP ON IPHONE DEVICES (Cont.)

6) When prompted to add an email account, tap **Office 365**.



HOW TO DOWNLOAD AND INSTALL OUTLOOK APP ON IPHONE DEVICES (Cont.)

7) Enter your
firstname.lastname@nysid.edu
address and tap “**Sign In**”



The screenshot shows the Office 365 sign-in interface on an iPhone. At the top, the status bar displays "Back to App Store", "10:59 AM", and "100%" battery. Below the status bar, there is a back arrow, the text "Office 365" with a help icon, and the Office 365 logo. The main heading is "Work or school account". There are two input fields: the first contains "John.Doe@nysid.edu" and the second is labeled "Password". A blue "Sign in" button is positioned below the password field. At the bottom of the screen, there are navigation arrows and a "Done" button.

HOW TO DOWNLOAD AND INSTALL OUTLOOK APP ON IPHONE DEVICES (Cont.)

8) If the WebLogin screen displays, enter your email address and password again and tap “**Login.**” Two-step authentication may also be required.

9) You have the option to add another account. Tap “**Maybe Later**” to proceed to your Office 365 email in Outlook.

10) A few screens of help text are presented, which you can read or skip. Your Office 365 Inbox then displays.

