

Setup Microsoft Outlook app for Apple or Android mobile device for the first time

1. Download and open the Microsoft Outlook app from your mobile device.
2. Select Add Account to add one of your existing email accounts.

If you select Add Account, enter your email address and follow the prompts to authenticate the account.

- Outlook may detect and pre-select your email account. Tap Continue to add that account or tap Skip to enter the email address of a different account, and then enter your password and follow the prompts.
- If multi-factor authentication is enabled for your email account, follow the instructions to verify the account.

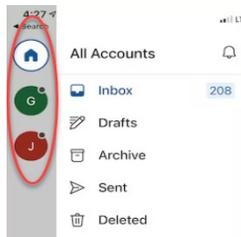
Set up another email account on your Apple or Android mobile device.

1. Open the Microsoft Outlook app on your mobile device.
 - Apple - At the top of the app, tap the Outlook button next to Inbox, and then select Settings .
 - Android - Open the Menu , and then select Settings .
2. Select Account, then Add Account to add one of your existing email accounts.

If you select Add Account, tap Email Account, and then enter your email address and follow the prompts to authenticate the account.

Switch between email accounts in the Outlook app

Apple - At the top of the app, tap the Outlook button next to Inbox. Your available accounts will show under the Outlook button on the far left side of the screen.



Android - At the top of the app, tap the Profile icon. Your available accounts will be displayed, select the desired account.