



Use Outlook for iOS



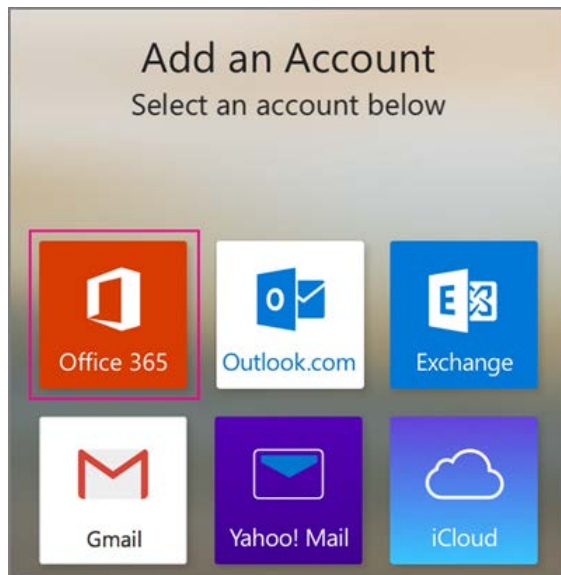
Use the built-in iOS mail app

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**.

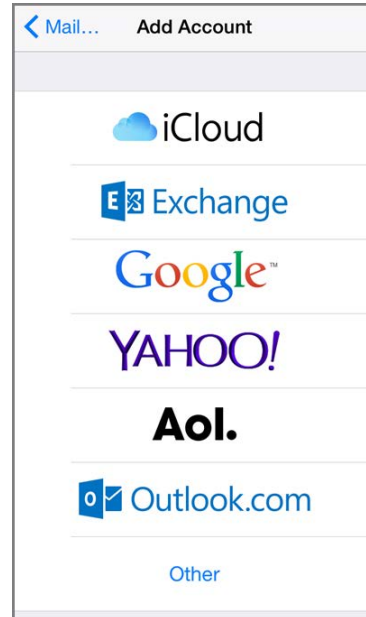


3. Type your username@geneva.edu, for example jduser@geneva.edu, type your password, and then tap **Sign in**.

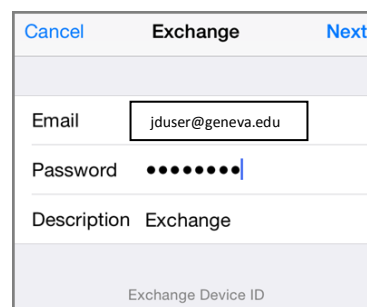
Tip If you get a time-out message, your password or other information might be incorrect. Retype the information, and then try again.

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.

1. Tap **Settings > Mail, Contacts, Calendars > Accounts > Add account > Email**.
2. In the **Add Account** page, tap **Exchange**.



3. For email, Enter your username@geneva.edu, for example jduser@geneva.edu,
4. For Domain, skip,
5. For Username, username@geneva.edu, for example jduser@geneva.edu,
6. For Server , Enter outlook.office365.com
7. Enter your password, and then tap **Next**.



8. By default, **Mail, Contacts, and Calendar** information are synchronized. Tap **Save**.
9. If you're prompted to create a passcode, tap **Continue** and type a numeric passcode. If you're prompted and don't set up a passcode, you can't view this account on your device. You can also set up a passcode later in your settings.

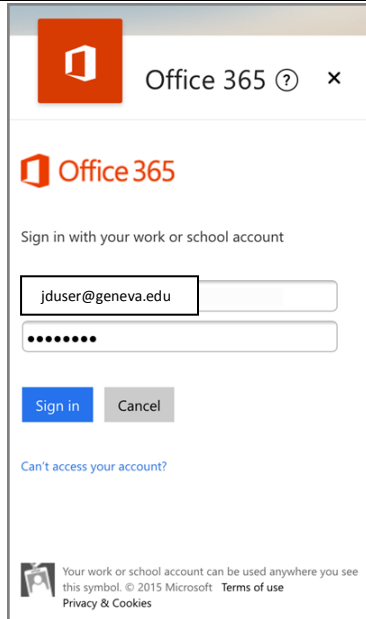
Not working? Make sure you entered your email and password correctly and try again.



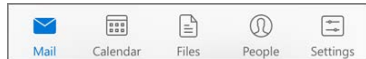
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4. Select **Yes** to let the app access your info. Outlook for iOS begins syncing.
5. Tap one of the icons to view your calendar, files, or contacts in the app.



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**.