How to Set Up the Outlook Mobile Application

The Outlook Mobile app is a free download from the App Store on iPhone or the Play Store on Android. Open the appropriate App Store and search for Microsoft Outlook. The icon looks like this:

Microsoft Outlook Microsoft Corporation	Install	~
Contains ads	In-app purchases	

After downloading the app, open it up. The first screen you see will look like this:

Welcome to Outlook			
Designed to work with your favorite Samsung devices.			
ADD ACCOUNT			
CREATE NEW ACCOUNT			

You may see a screen saying Outlook discovered accounts from your phone. If you do, click Skip at the bottom.

×	Accounts found	
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Privacy	y and Terms	

The next screen will prompt you to enter your email. **Do not click** 'Add Google Account.' Instead, enter your email, then click 'Continue' at the bottom.



This brings you to a Microsoft 365 sign-in page.

Enter your email address again and click the 'Next' button

Microsoft		
Sign in		
Email, phone, or Sky	ре	
Can't access your accou	int?	
	Back	Next

The next screen will prompt for your password. Enter your password and click the 'Sign In' button. The next screen you see should prompt you for an MFA code. The screen will look like this:



On your phone, where you have the Microsoft Authenticator app installed, you should get a notification. Or if you don't see the notification, open the Microsoft Authenticator app and swipe down to refresh. Enter the number from the sign-in page on the computer and click 'Yes/Approve.'



After entering the number and approving the sign-in, the app should now say the account has been successfully added and bring you to your email!

Inbox			Q
Focused Other	r		Filter
JQ			
LW			
RM			
JD			
LW			
Yesterd			
RM	Ø	New mail	^
Mail	16 Calendar		Apps