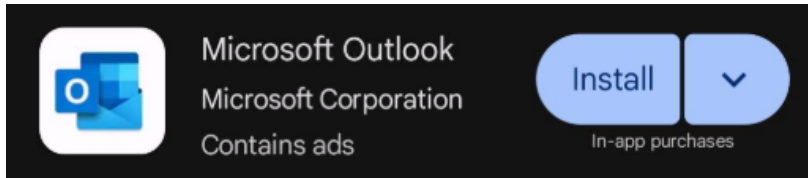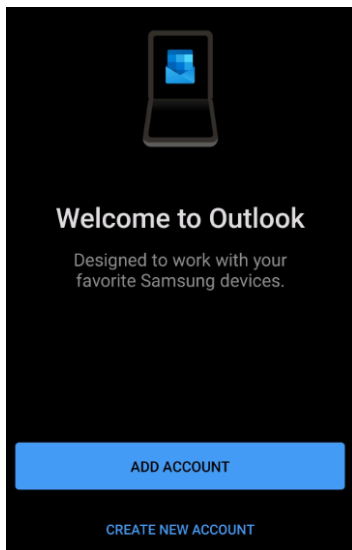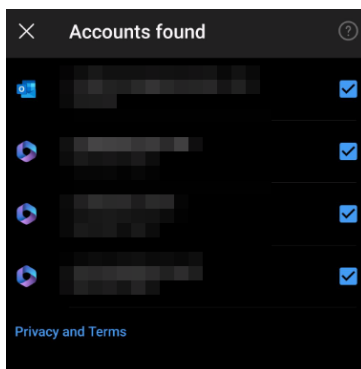# How to Set Up the Outlook Mobile Application

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:
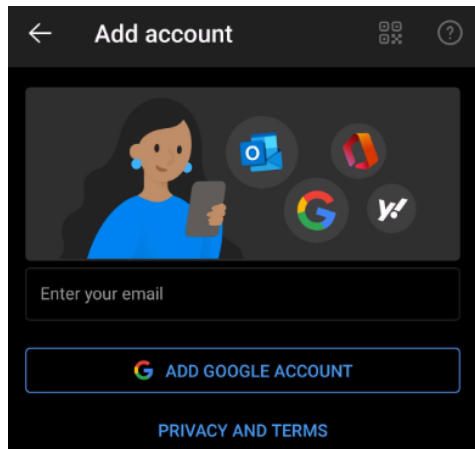

After downloading the app, open it up. The first screen you see will look like this:

You may see a screen saying Outlook discovered accounts from your phone. If you do, click Skip at the bottom.
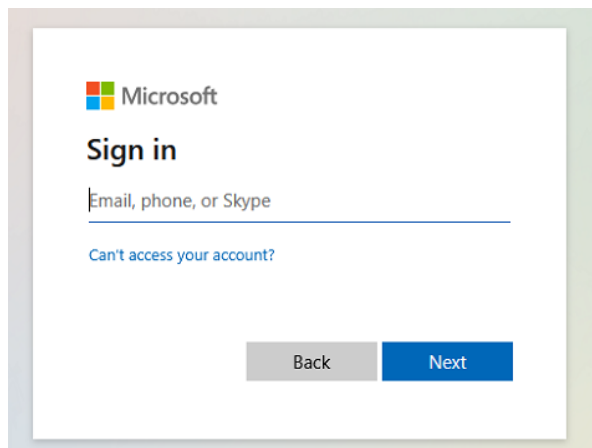
The next screen will prompt you to enter your email. **Do not click** 'Add Google Account.' Instead, enter your email, then click 'Continue' at the bottom.
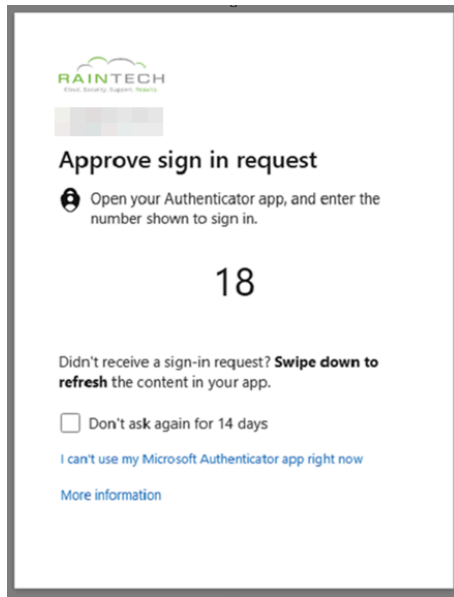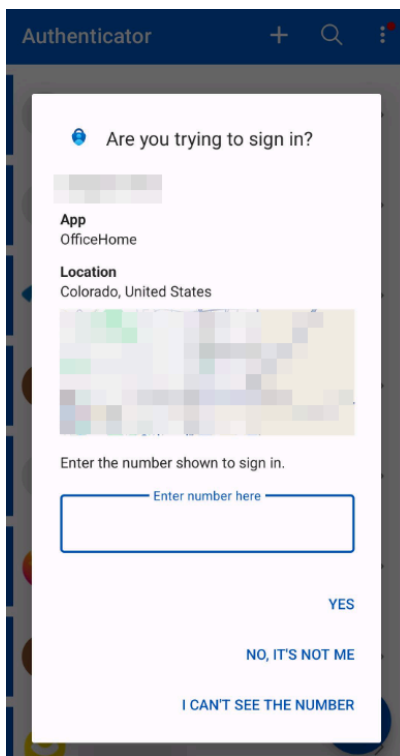

This brings you to a Microsoft 365 sign-in page.

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

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!

Focused   Other   Filter

JQ

LW

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JD

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Yesterd

RM

[New mail] ^

Mail   Calendar   Apps