

# Set up an Outlook account in the iOS Mail app



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**Note:** If you have a work account that requires the **Intune Company Portal** app, install it from the App Store before setting up Outlook for iOS. Your IT admin may or may not also require you to [Enroll your iOS device in Intune](#).

Download Outlook for iOS from the [iOS App Store](#) and then open it. The icon looks like this:



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Enter your email account password and tap **Sign In**.

**Note:** The sign in screen may look different for you depending on your email provider.

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If it's your first time using Outlook for iOS, enter your full email address, then tap **Add Account**.

If not, open the **Menu** > tap **Settings**  > **Add Account** > **Add Email Account**.

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If multi-factor authentication is enabled, verify your identity. For more information, see [Security info overview](#).

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If you're asked to select your email provider, please contact your IT admin for support as there may be a misconfiguration.

You can also [set up your email account manually](#) or use IMAP/POP.

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Accept any prompts for permission you may receive.

Swipe through the features and you're now ready to use Outlook for iOS!

If you are having trouble, we are happy to help! Put in a help ticket by emailing [help@stsmich.com](mailto:help@stsmich.com)

Or call the office at (616)394-1303