

## Outlook: Install & Set Up – Apple iOS

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## Introduction

This guide will show how to install and set up the Outlook app on an Apple iOS device.

## Installation

1. Open the App Store.



2. Search for "Outlook", select the app by Microsoft, and install.



3. Open when finished.



## Set Up

1. Enter your full SCSU email address and select "Add Account".

<	Add Account	
	Enter your work or personal email	
	otusowl@southernct.edu	
	Add Account	
	Create New Account	

2. Enter your password and select "Sign in".



3. Authenticate your account if prompted.

otus	owl@southernct.edu
En	ter code
	We texted your phone +X XXXXXXXX36. Please enter the code to sign in.
Cod	e

4. Select whether you'd like to add another account to the app or not.



5. Set your preferences for allowing Outlook to send you notifications.



6. Outlook will then begin to sync your account.

