

iPhone - Outlook Client

Adding a 365 mailbox to your phone

iPhone(Outlook)

Open **Outlook for iOS**. The icon looks like this:

iOS Outlook app

Note: Available for iOS devices using **iOS 10.0** or higher.

Open the collapsed menu in the upper left corner.

Note: First time using Outlook for iOS? Just tap **Get Started**.

Tap to open the collapsable menu in the corner

Tap **Settings**

Outlook app settings

> **Add Account** > **Add Email Account**.

Type your full email address, then tap **Add Account**.

Enter your email address

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

Enter your Outlook.com password

Tap **Yes** or **Allow** to give Outlook permission to sync calendar, contacts, etc.

Allow permissions.

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

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