

Outlook Mobile Setup

By IT Support

Updated: April 9th, 2024



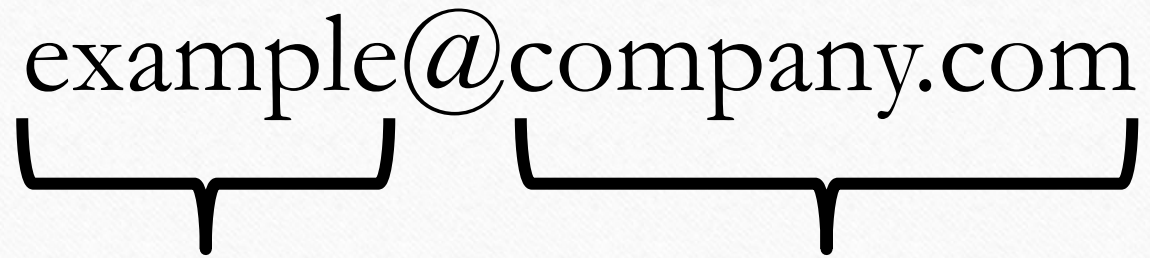
Before starting

- Your device must be secured with a 6-digit PIN or biometrics.
- New Employees: Your domain account password needs to be changed before starting.
- In this guide, substitute **example@company.com** with your user principal name (UPN).
- This guide works with the latest version of Outlook for iOS and Android.
- ⚠ Do NOT use Auto-Fill. Manually type in all information. ⚠

What is your UPN?

- Your UPN is the combination of your username and company domain.
- Your external email address remains the same.

example@company.com



Unique
Username

Company
Domain

Scan to Install from App Store



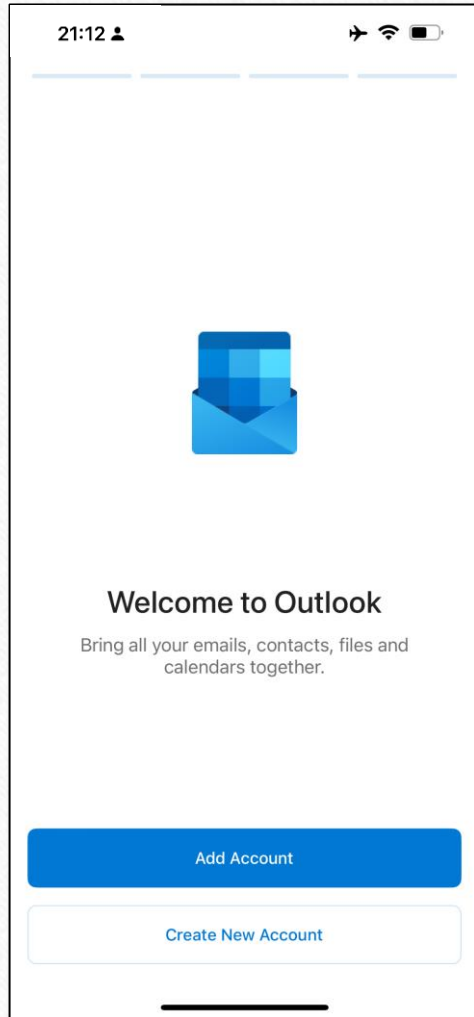
iPhone



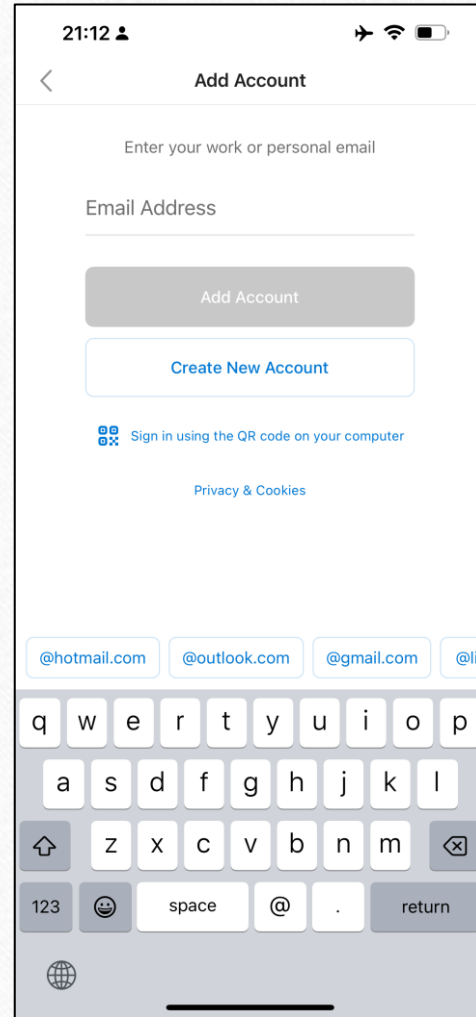
Android



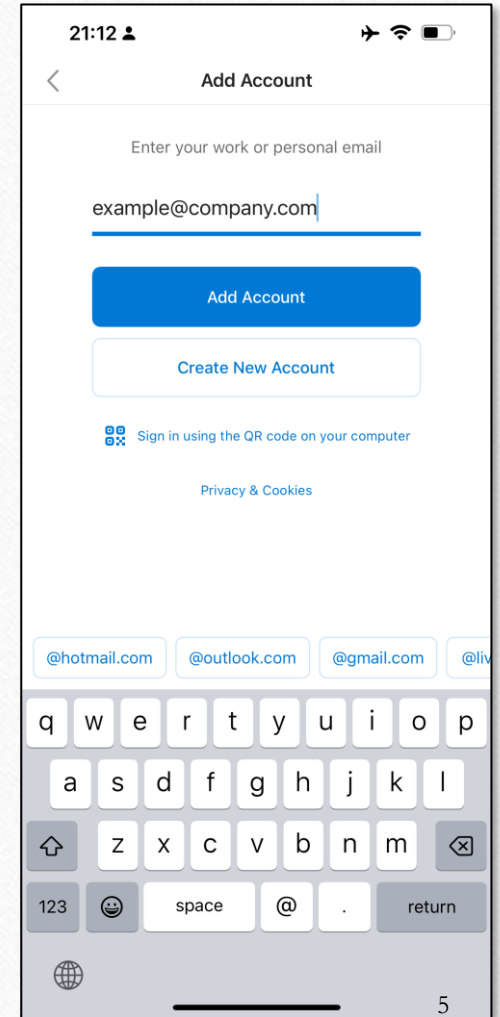
Tap Add Account



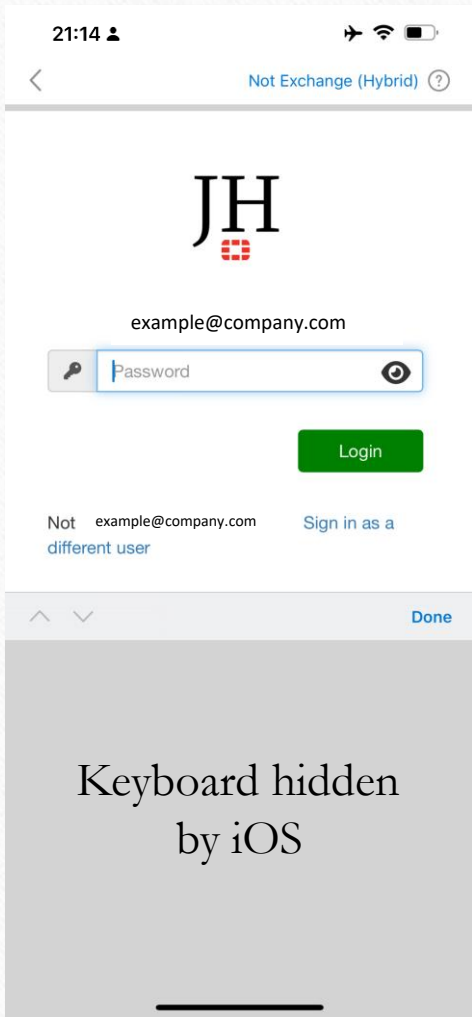
Enter your UPN



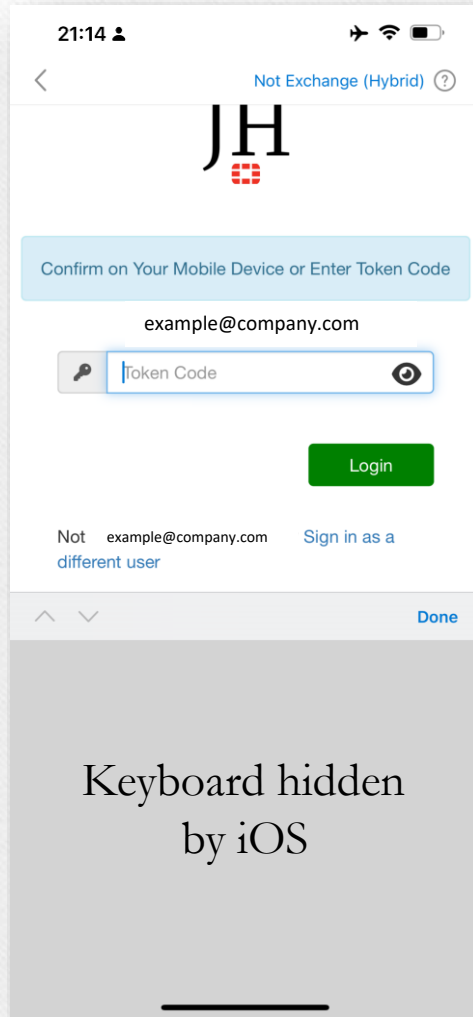
Tap Add Account



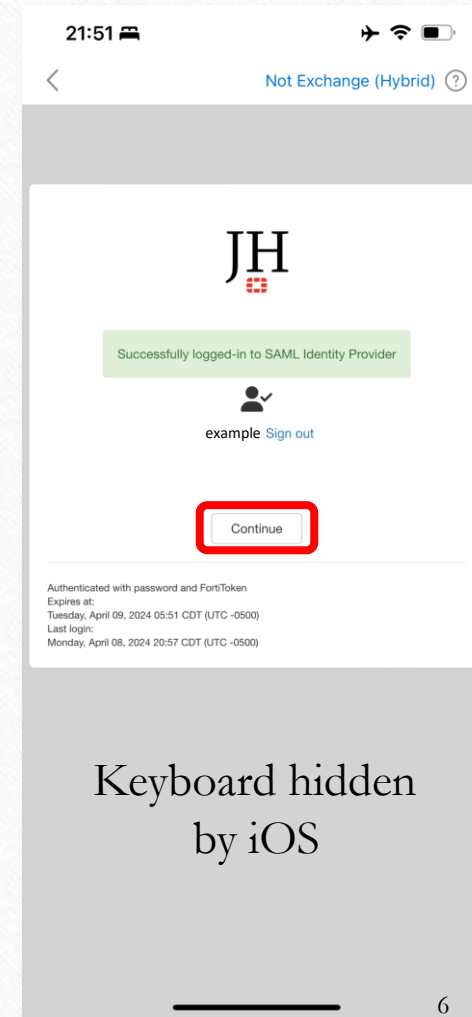
Enter your domain password



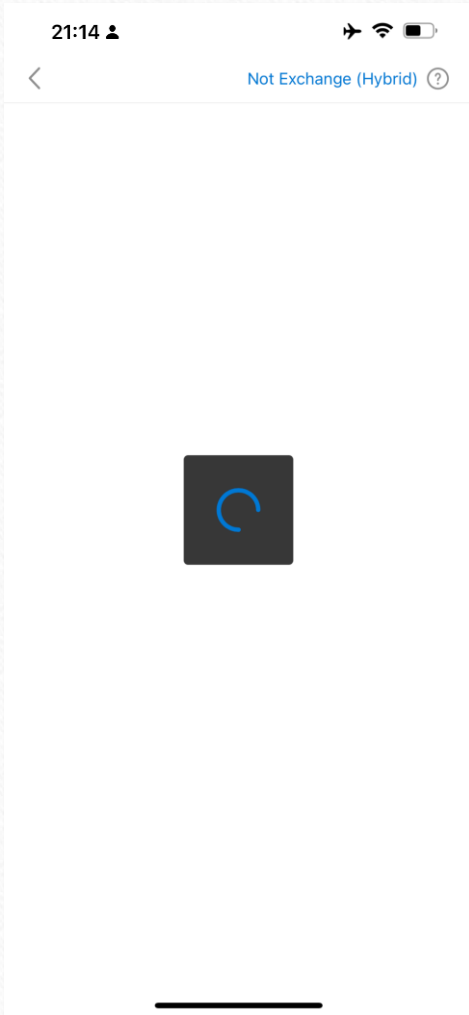
Approve or Enter token



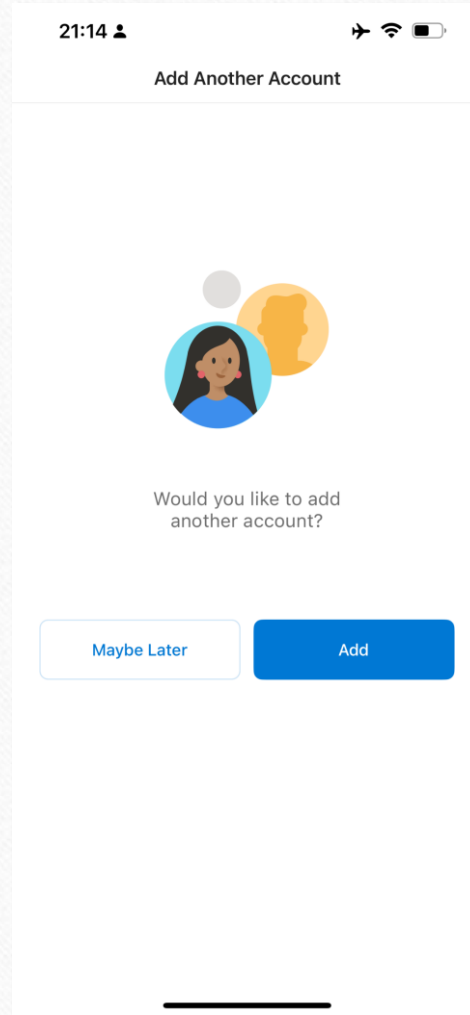
Tap Continue



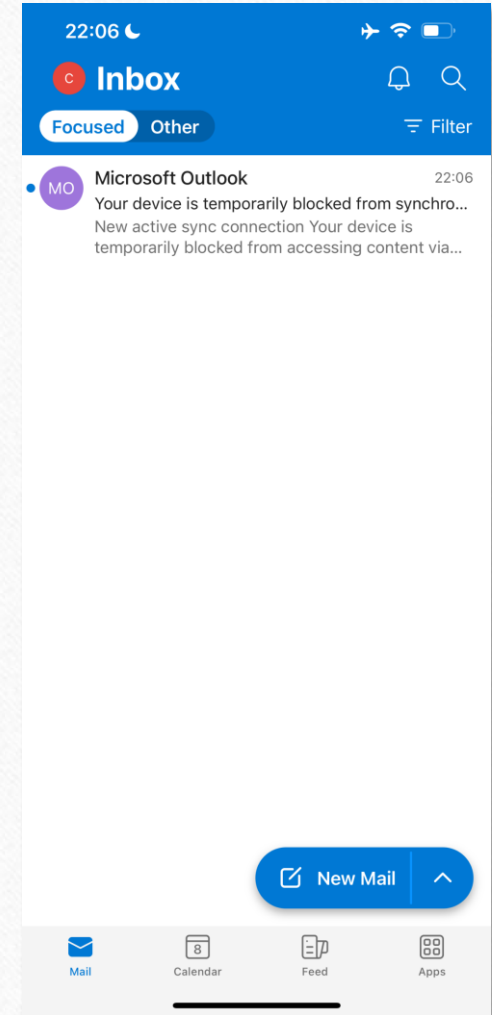
Allow Outlook to continue



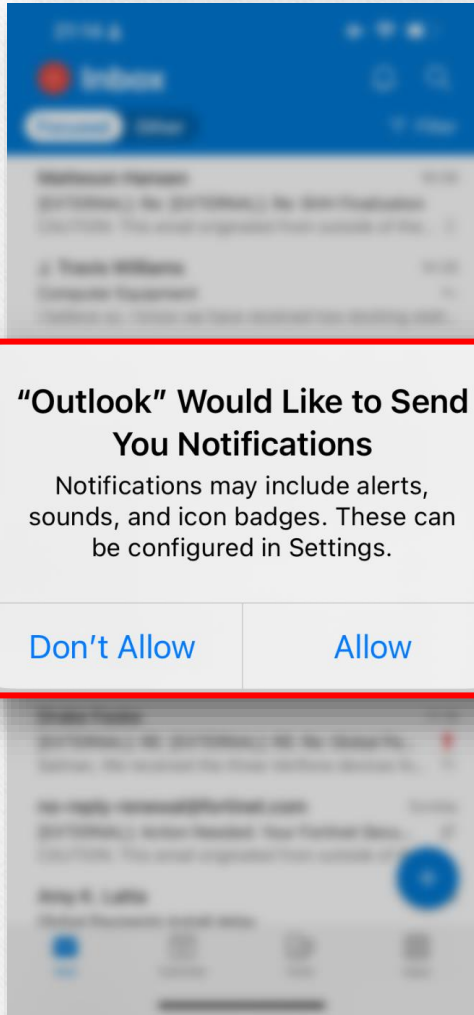
Tap Maybe Later



Look for quarantine email



Allow Notifications



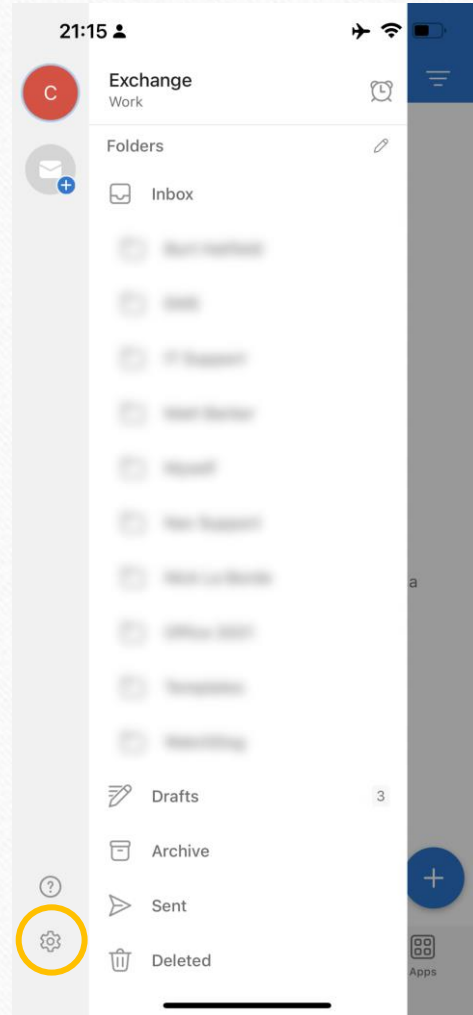
"Outlook" Would Like to Send You Notifications

Notifications may include alerts, sounds, and icon badges. These can be configured in Settings.

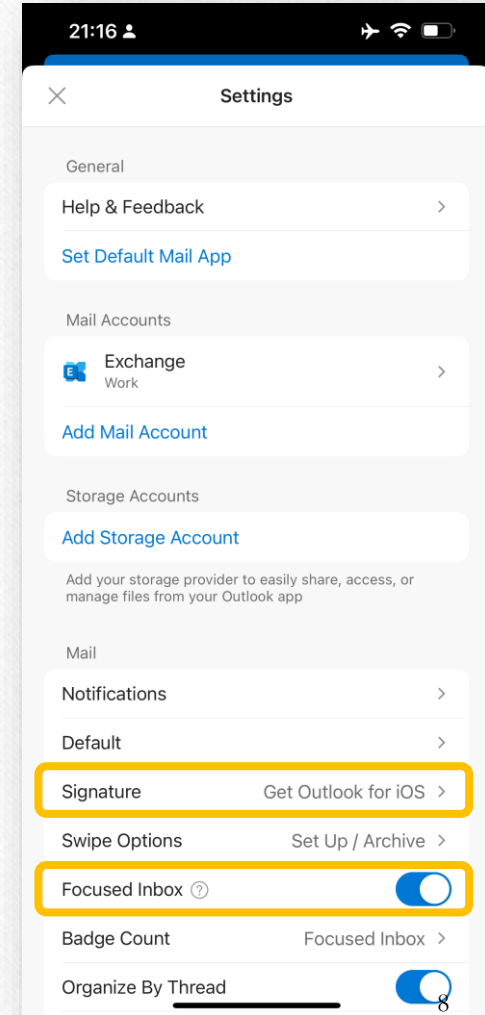
Don't Allow

Allow

Tap Settings



Update your Signature & Turn Off Focused Inbox



Settings

General

Help & Feedback >

Set Default Mail App

Mail Accounts

Exchange Work >

Add Mail Account

Storage Accounts

Add Storage Account

Add your storage provider to easily share, access, or manage files from your Outlook app

Mail

Notifications >

Default >

Signature Get Outlook for iOS >

Swipe Options Set Up / Archive >

Focused Inbox

Badge Count Focused Inbox >

Organize By Thread

Trouble?

[Contact IT Support](#)

