
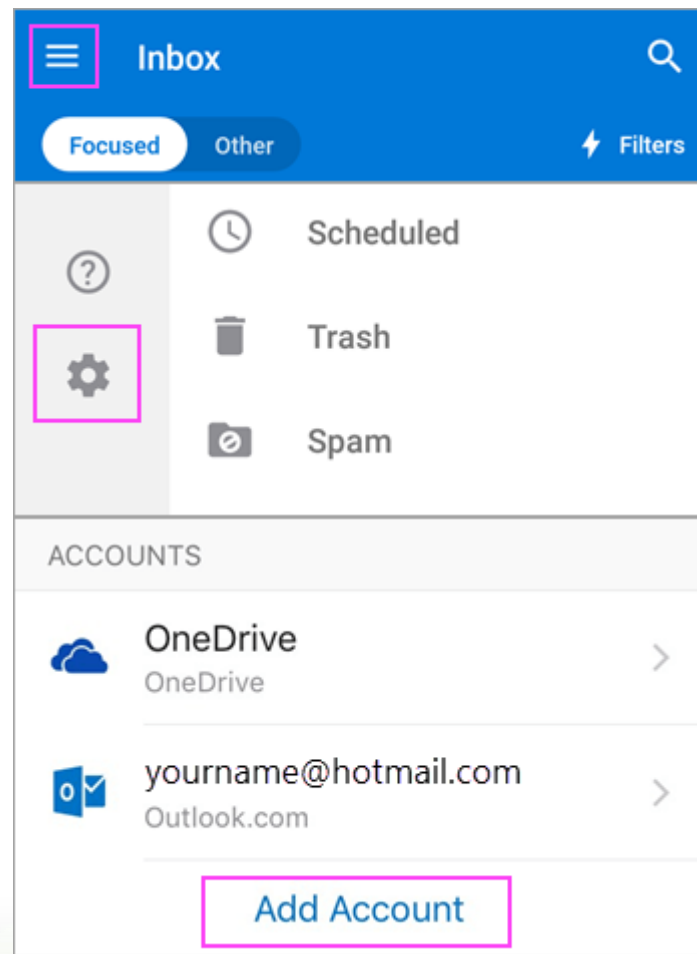


For Android Users

1. If you haven't already, install the **Outlook for Android** app from the Google Play Store or click here to enter your phone number and receive a download link.

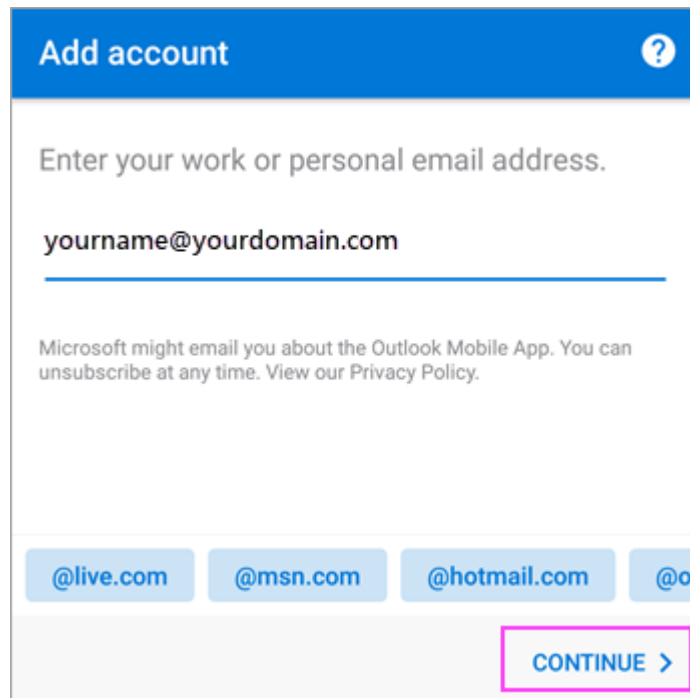
2. Open Outlook for Android. If this is the first time, tap **Get Started** and **Skip** if you're prompted to add any detected accounts. Otherwise, open the

Menu ≡ > Settings  >
Add Account > Add
Email Account

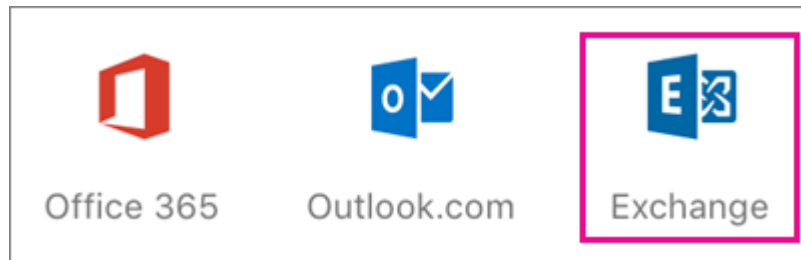


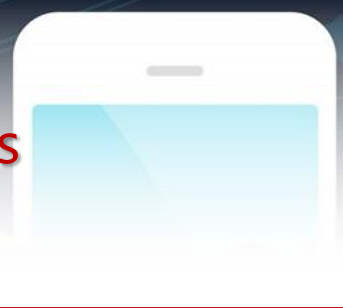


3. Enter your company email address, then tap **Continue**.



4. Tap **Exchange**.





5. Enter your company email address and password to automatically configure your account. Tap **Sign In**.

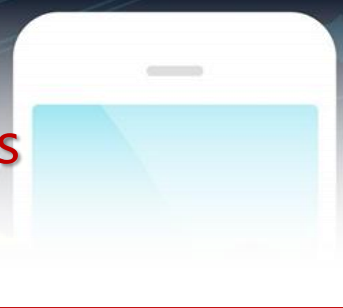
Notes: If automatic configuration fails, tap **Continue**, then enter the following settings manually:

- **Server name:** This is usually the same name you enter when checking your email on the web.
- **Domain:** This is usually optional. If unsure, check with your IT administrator.
- **Username:** This is your company email address.
- **Password:** This is the password for your company email account.

6. Tap **Next** when finished and swipe through the features.

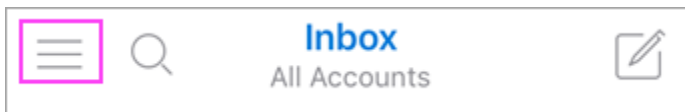
You're now ready to start using Outlook for Android! Get the most out of Outlook.



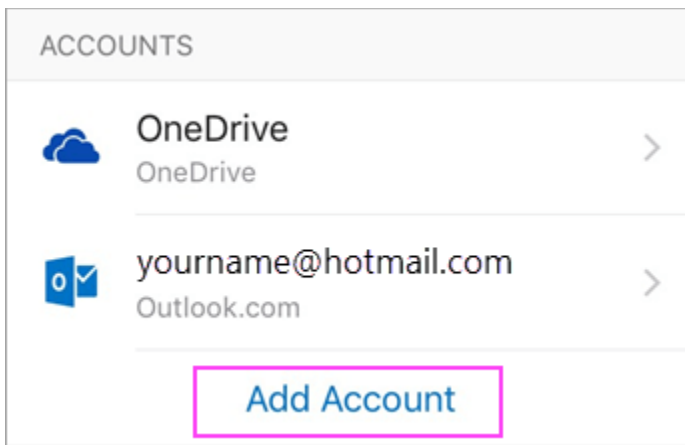


For iOS Users

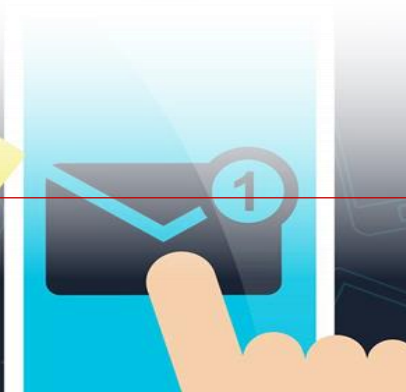
1. If you haven't already, install the **Outlook for iOS** app from the iOS App Store or click here to enter your phone number and receive a download link.
2. Open the Outlook for iOS app and tap **Get Started** if it's your first time. Otherwise, open the **Menu** ≡ in the upper left corner.



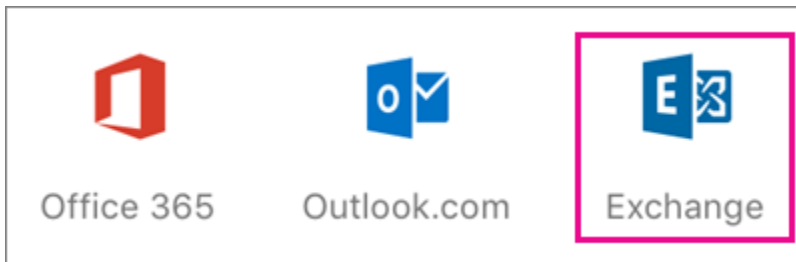
3. Tap **Settings** ⚙️ > **Add Account** > **Add Email Account**.



4. Enter your company email address, then tap **Add Account**.



5. Tap Exchange.



6. Enter your company email address and password to automatically configure your account. Tap **Sign In**.

Notes: If automatic configuration fails, tap **Continue**, then enter the following settings manually:

- **Server name:** This is usually the same name you enter when checking your email on the web.
- **Domain:** This is usually optional. If unsure, check with your IT administrator.
- **Username:** This is your company email address.
- **Password:** This is the password for your company email account.

7. Tap **Next** when finished and swipe through the features.

