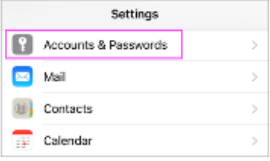
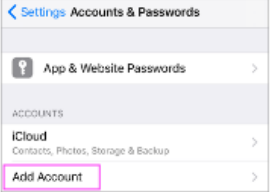


## Set up an Office 365, Exchange, or Outlook.com email in the iOS Mail app

**1**

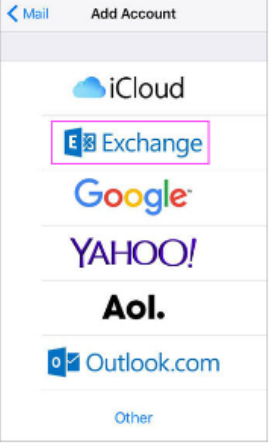
Go to your iPhone or iPad's **Settings** > scroll down and tap **Accounts & Passwords** > **Add Account**.

**Note:** If you're on iOS 10, go to **Mail** > **Accounts** > **Add Account**.

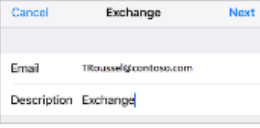
**2**

Select **Exchange**.

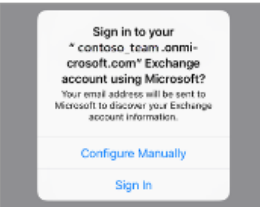


**3**

Enter your Office 365, Exchange, or Outlook.com email address and a description of your account. Tap **Next**.



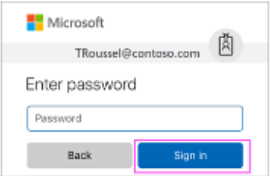
Tap **Sign In**.



**Note:** Tap **Configure manually** if you need to enter **server settings**.

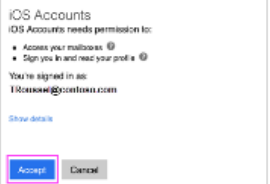
**4**

Enter the password associated with your email account. Tap **Sign in** or **Next**.



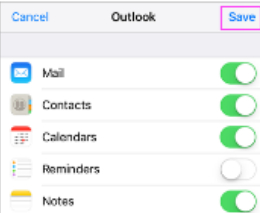
**5**

The Mail app may request certain permissions. Tap **Accept**.



**6**

Choose the services you want to sync with your iOS device and tap **Save**. You're done!



## Set up Outlook for Android for the first time

**1**

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

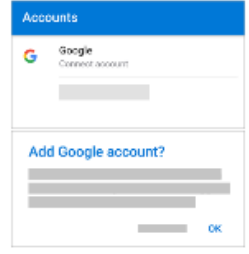
Install the **Outlook for Android** app from the **Google Play Store** and then open it.

Tap **Get Started** if this is your first time.

Otherwise, to add another email account, open the **Menu** > **Settings** > **Add Account** > **Add Email Account**. Then skip to step 4 under **Set up another email account** below.

**2**

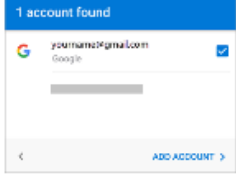
Outlook may detect your Google accounts. To add them to Outlook for Android, tap **Google Connect Account** and then tap **OK** to confirm. Tap **Allow** to give Outlook access to your **Contacts**.



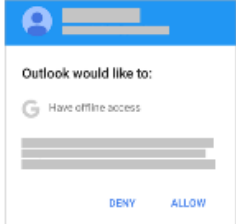
If you don't want to add these accounts, tap **Skip** and then go to step 4 under **Set up another email account** below.

**3**

Select the accounts you'd like to add and tap **Add Account**. You may be asked to sign in.



Tap **Allow** to confirm offline access and any other prompts.

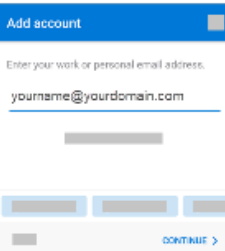


## Set up another email account

**4**

Enter your full email address, then tap **Continue**.

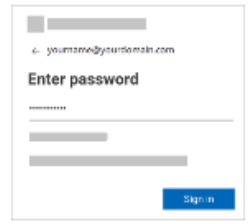
**Note:** If you're asked to choose your provider, you'll have to **Set up your Exchange manually** or set up an **IMAP** or **POP** account.



**5**

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

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



**6**

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

