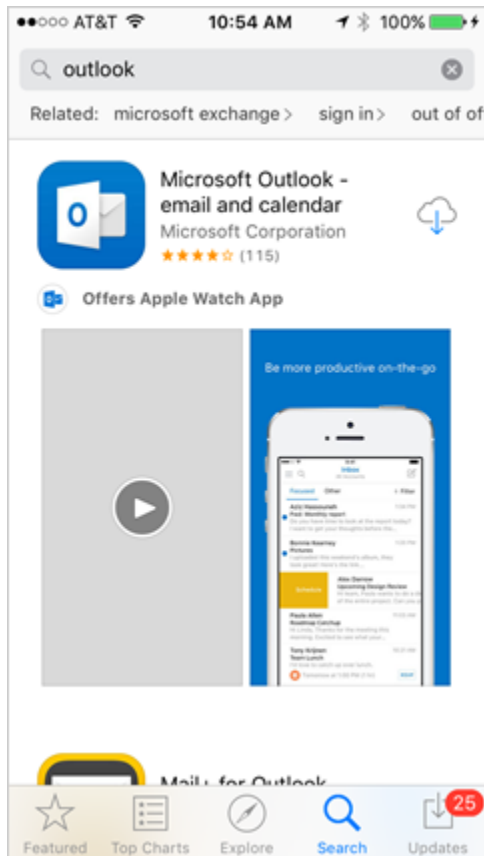


# How to Configure the iOS Outlook App for Office 365

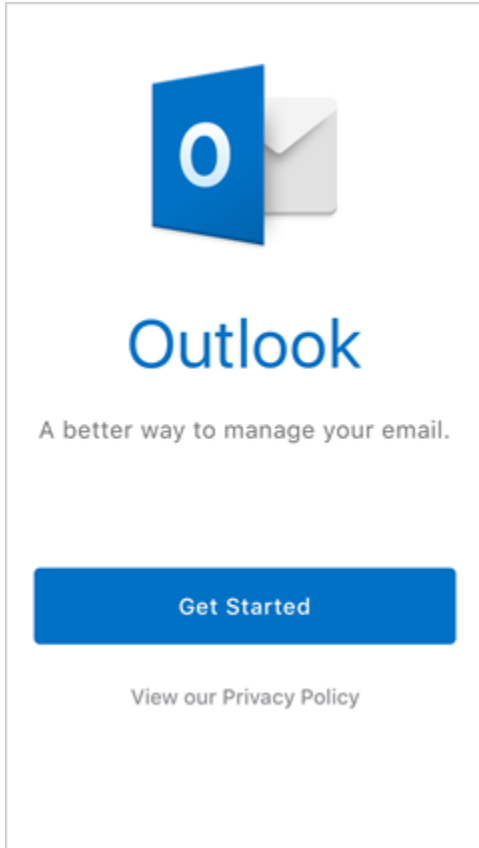
The Microsoft Outlook app is the recommended way to access your Averett Office 365 email and calendar on an iOS device. Outlook is compliant with Averett's information security requirements

1. On your mobile device, go to the App Store and download the [Microsoft Outlook app](#).

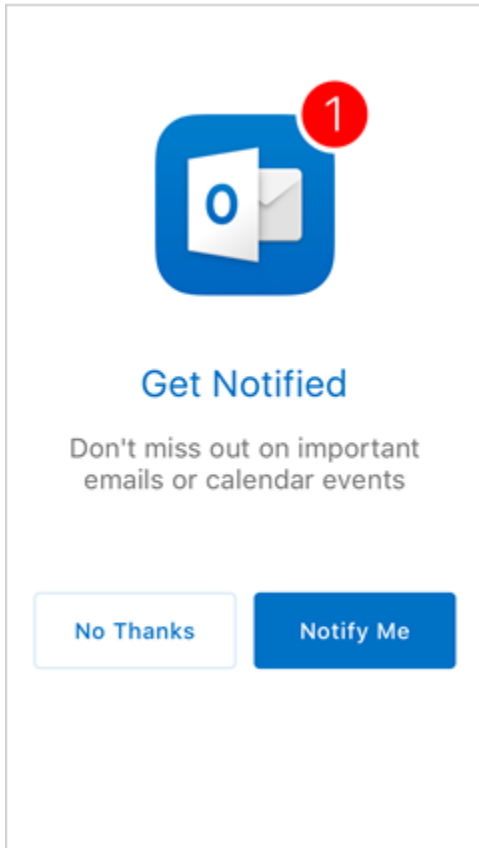


2. Open the app after it is installed.

3. Tap **Get Started**.



4. Choose whether or not you would like Outlook to send you notifications.



5. If you chose to get notified, a popup displays saying Outlook would like to send you notifications. Tap **OK**.



**"Outlook" Would Like to Send  
You Notifications**

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

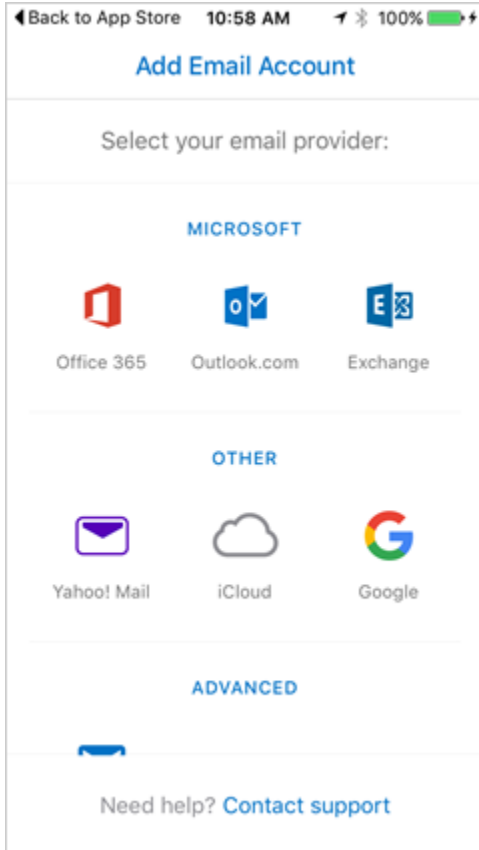
Don't Allow

OK

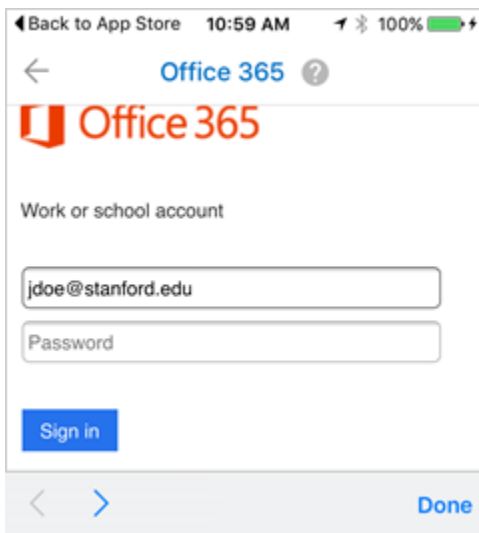
No Thanks

Notify Me

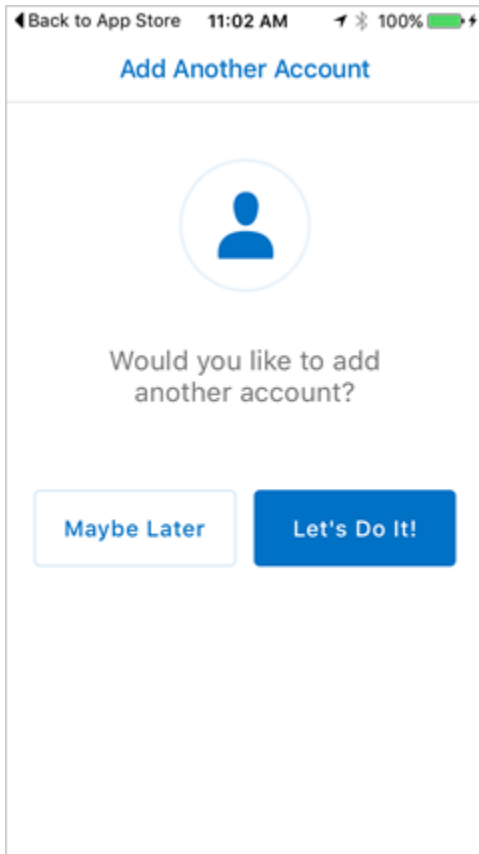
6. When prompted to add an email account, tap **Office 365**.



7. Enter your @averett.edu email address and tap **Sign In**.



8. You have the option to add another account. Tap **Maybe Later** to proceed to your Office 365 email in Outlook.



9. A few screens of help text are presented, which you can read or skip. Your Office 365 Inbox then displays.