

How to Setup Your Email with the Outlook (Office 365) App

1. Tap the Outlook App Icon
2. Tap "Get Started"
3. Tap "Notify Me" if you want to be notified of incoming emails, appointments, etc.
4. Tap "Allow" to confirm.
5. Enter your email account and tap "Add Account".
6. Enter your password and tap "Sign in"
7. Tap "Maybe Later"
8. Tap "Skip" unless you want to view the overview of the Calendar and File Attachments (Images 8a and 8b)
9. Switch between Mail, Calendar, Files, People, and Settings



