

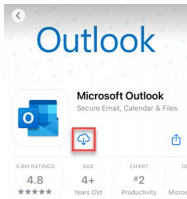
## Quick Reference: **IOS Mobile Device Download**

### Keep in Mind

Before Downloading the Outlook App, Follow the **MS Authenticator IOS Tip Sheet** first. You must have the Authenticator app in order to use the Outlook App.

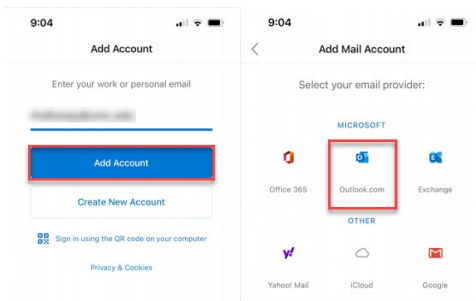
## Download the Outlook App

1. On your Mobile Device in the App Store, search and download the Outlook App.

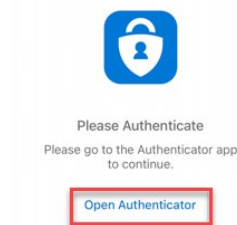


## Outlook App Set-Up

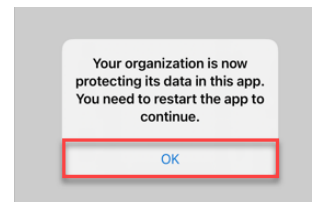
1. Once in the App, type your UMMC Email Address and select **Add Account** then select **Outlook** as your Email provider.



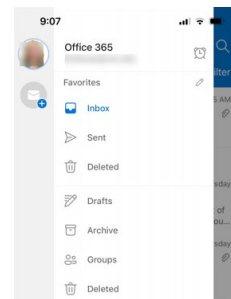
2. You will then be prompted to go the Authenticator App.



3. Once in the Authenticator App, it will ask you to restart the app. Select **OK**.



4. Go out of the Authenticator App. Click back into the Outlook App and you are Logged in.



Use the button (your profile picture) in the top-left corner next to **inbox** to navigate between Folders and access the Settings menu.



Use the menu at the bottom to navigate between **Mail**, **Search**, and **Calendar**.

