

## Configure outlook for iOS

Use these steps if your iPhone or iPad is running iOS 8.0 or higher.

On your iOS device, select on the **App Store icon**  then type **Microsoft Outlook** in the search box to find the Outlook for iOS app.

1. Select the **Microsoft Outlook** app in the search results, select **Get**, and then select **Install**.

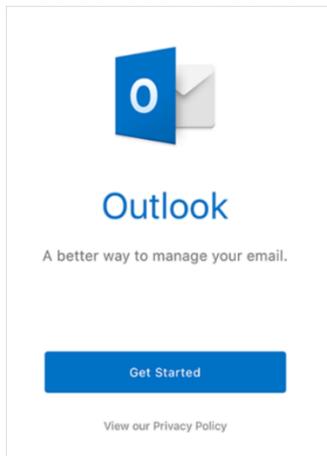


2. Sign in with your Apple ID, or create an Apple ID if you don't have one.

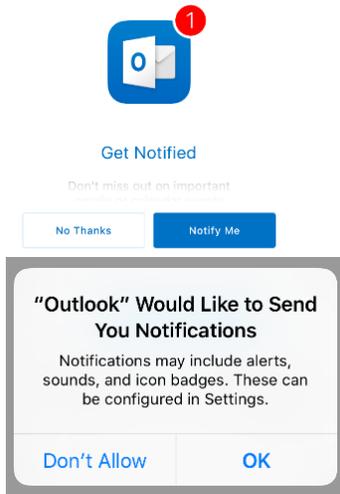
3. After the app is installed, select Open.



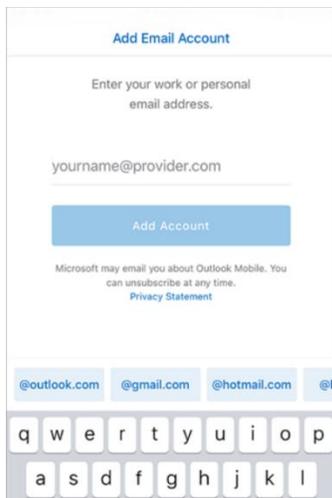
4. Select **Get Started** on the home screen.



5. On the **Get Notified** screen, select the options (email, calendar invitations, etc.) in which you would like to be notified.

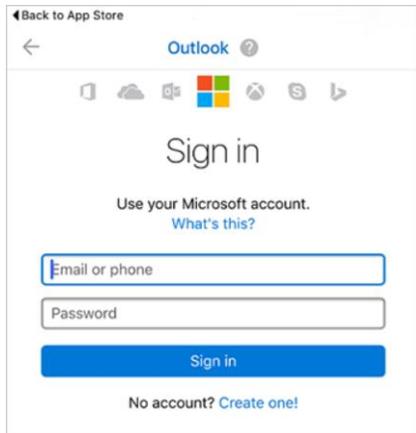


6. On the **Add Email Account** screen, enter your Office 365 email address and select **Add Account**.



7. The Outlook app will detect if your account is hosted by Office 365.

8. On the **Sign in** screen, type your FPU email address and password and select **Sign in**.



9. On the screen requesting access to device information, select one of the options provided.

10. Review the screens that describe the Focused Inbox, Calendar, and Attach Files features.

Your mailbox is now set up, and emails will start to sync to your iOS device.  
If you are unsuccessful with the sign-in process, please