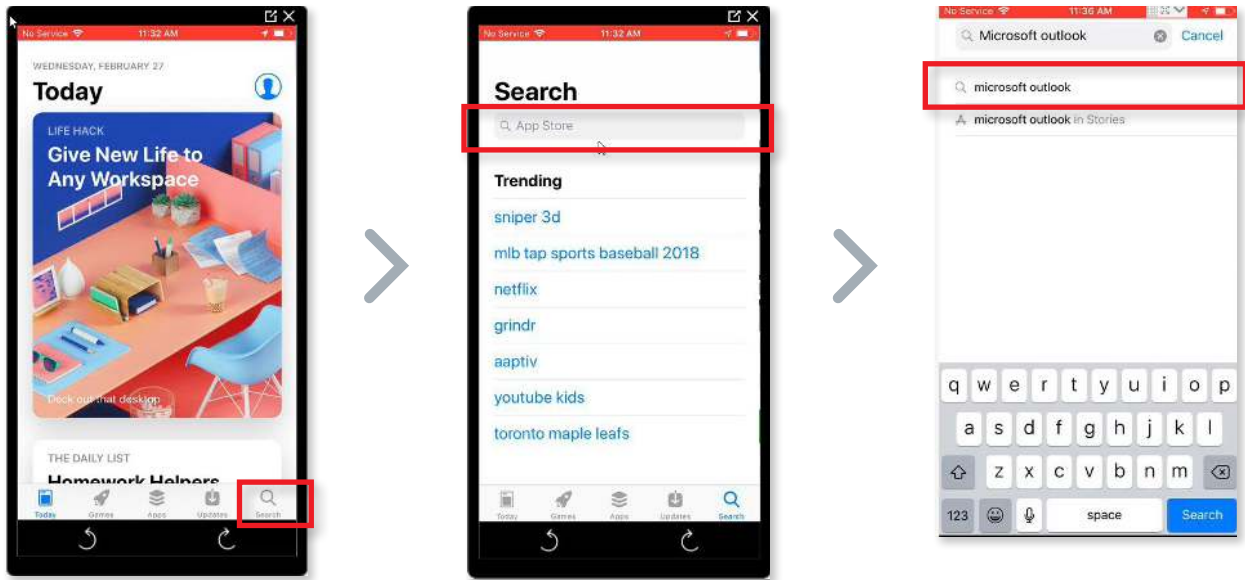


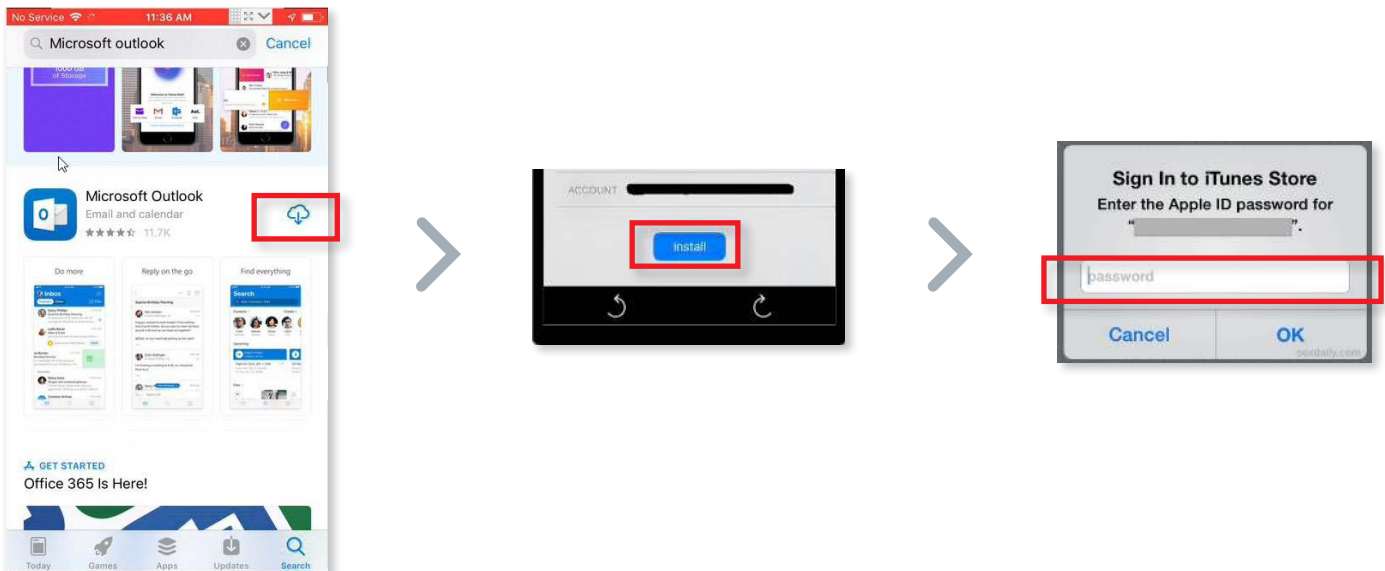
# DOWNLOAD AND CONFIGURE OUTLOOK APPLE IOS

1. In your App Store Search Bar, type in **“Microsoft Outlook”**.  
As you type you should see the following list or something similar.  
Select Microsoft Outlook.



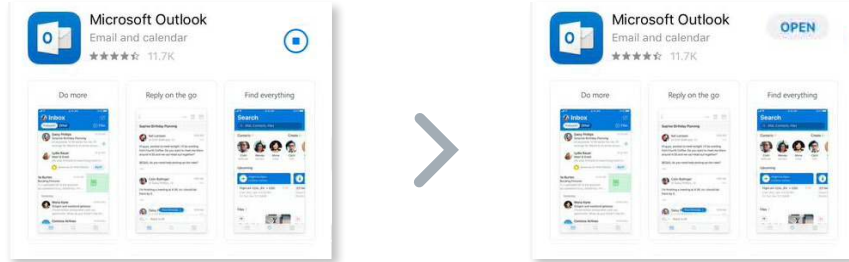
2. Tap on 'Get' to the right of the icon. If you have previously downloaded and removed the app from your phone, there may be a cloud with a down arrow.

Depending on your OS version, you may be prompted to install the application. If this does appear, click on the blue Install button at the bottom of your screen. You also may be prompted for your AppleID. If so, enter your password for your Apple account.

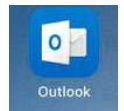




3. Once the application starts installing, you'll see a screen similar to the one below. When the installation is complete, the application will show the 'Open' option.



4. You should now have the Outlook icon on your phone, which will look like this.



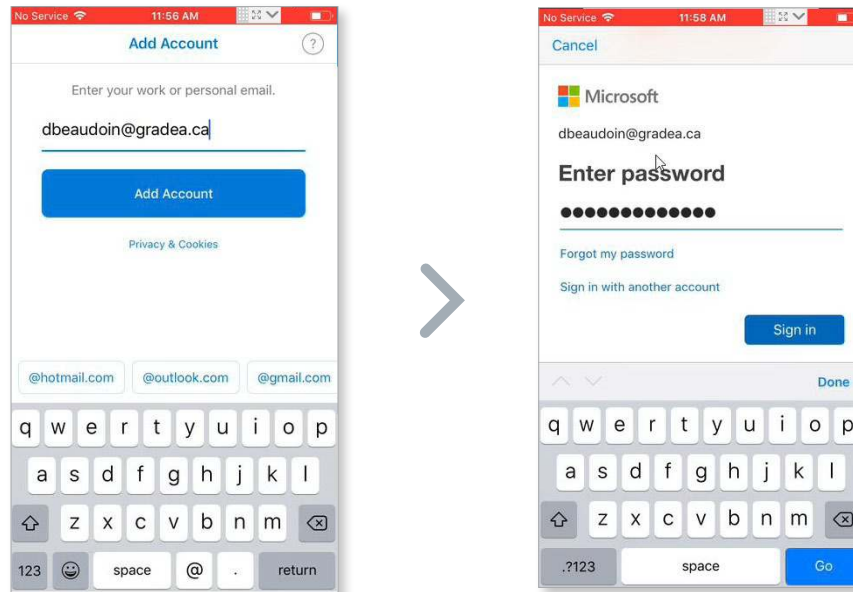


## Configure Outlook

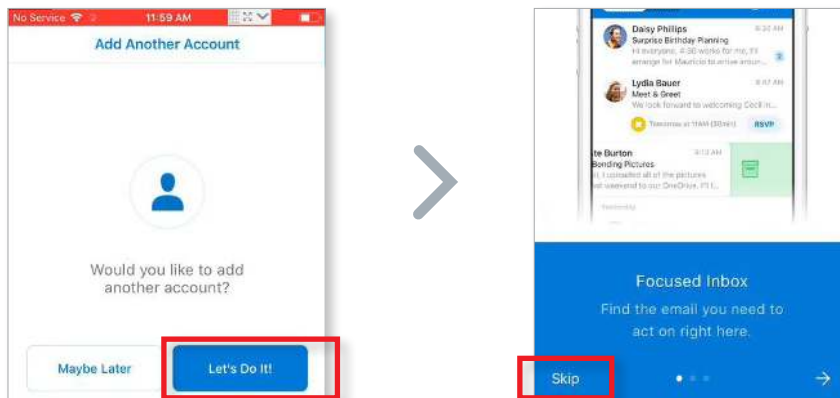
1. Launch the Outlook app on your cell phone



2. Type in your email address and tap on 'Add Account'. Enter your email password, this may be the same as your computer login password.



3. Unless you are adding another email account, choose click on 'Maybe Later'. The application will show you a small information pane explaining a few features. If you wish you can skip it by tapping 'Skip'

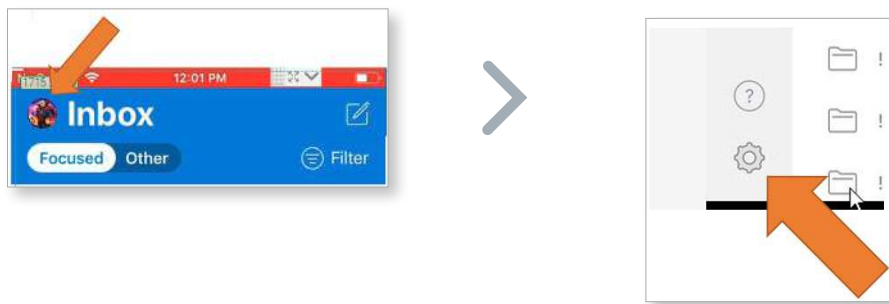




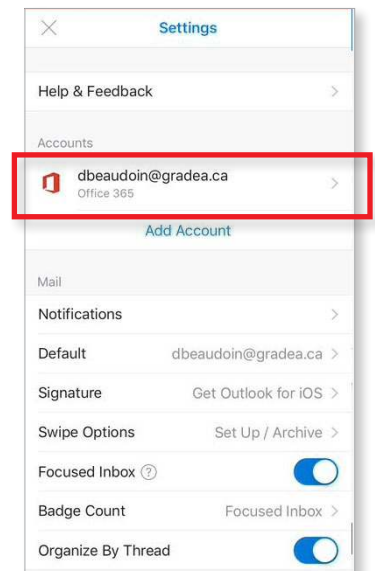
4. In order for Outlook to show you when you receive an email, you need to allow it to display notifications. Select “Turn On”. Now, grant Outlook access to your notifications, by tapping “Allow”.



5. Once in Outlook, click on the icon beside INBOX at the top left as shown here. Our example has an ICON for our account, this will vary from staff member to staff member.

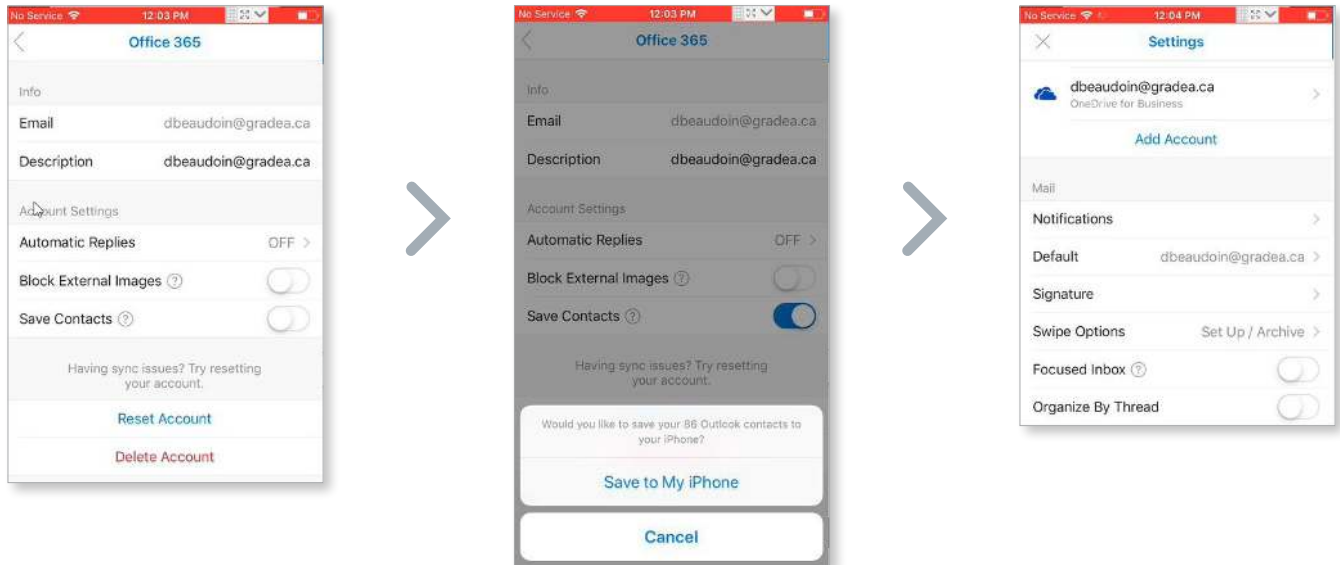


6. In this screen you can change your Signature, remove Focused inbox settings and set Organized Threads for your mailbox. If you want to save your contacts from your email in your phone, tap your email address below Accounts to go into your email account settings.





7. You can enable the 'Save Contacts' to store your address book from your mail to your Apple device. Once you enable Save Contacts, you need to click on "Save to my iPhone" or iPad. Click on the X to exit the settings menu. You can now use your Outlook on your Apple device.



## Having Trouble?

You can also email [servicedesk@gradea.ca](mailto:servicedesk@gradea.ca) or call us at 613-721-3331 or 1-866-5-GRADEA.