Download the Outlook app

First you will need to download the Outlook app through the App Store or the Google Play Store. This is what the app looks like:

Microsoft Outlook [4+]
Secure Email, Calendar & Files
Microsoft Corporation

#7 in Productivity
★★★★★ 4.8 • 7.6M Ratings

Free · Offers In-App Purchases

Setting up the Outlook app

For iOS:

1. Once installed, open the **Outlook** app.
2. **Add your email account**:
   - ○ Tap **Get Started**.
   - ○ Enter your email address and tap **Add Account**.
   - ○ Enter your password and tap **Sign In**.
   - ○ If you have multi-factor authentication enabled, follow the prompts to verify your account.
3. **Customize your settings**: You can adjust notification settings and other preferences as needed.

For Android:

1. Once installed, open the **Outlook** app.
2. **Add your email account:**
   - ○ Tap **Get Started**.
   - ○ Enter your email address and tap **Continue**.
   - ○ Enter your password and tap **Sign In**.
   - ○ If you have multi-factor authentication enabled, follow the prompts to verify your account.
3. **Customize your settings:** You can adjust notification settings and other preferences as needed.