

## HOW-TO GUIDE

# Microsoft 365: Configuring Microsoft Outlook

### Step 1: Download Microsoft Outlook

#### For iOS (iPhone/iPad):

##### A. Open the App Store:

Tap on the **App Store** icon on your iPhone or iPad.

##### B. Search for Microsoft Outlook:

1. Tap on the **Search** tab at the bottom of the screen.
2. In the search bar, type **Microsoft Outlook** and tap **Search**.

##### C. Download the App:

1. Find the Microsoft Outlook app in the search results (it has a blue icon with an envelope and an "O").
2. Tap **Get** next to the app, and then tap **Install**.
3. If prompted, enter your Apple ID password or use Face ID/Touch ID to confirm the download.

#### For Android:

##### A. Open the Google Play Store:

Tap on the **Google Play Store** icon on your Android device.

##### B. Search for Microsoft Outlook:

1. Tap on the **Search** bar at the top of the screen.
2. Type **Microsoft Outlook** and tap the **Search** button.

##### C. Download the App:

1. Find the Microsoft Outlook app in the search results (it has a blue icon with an envelope and an "O").
2. Tap **Install**.

### Step 2: Connect Your Work Account

#### For both iOS and Android:

##### A. Open the Outlook App:

Tap on the **Outlook** app icon to open it.

##### B. Add Your Work Email Account:

1. When you open Outlook for the first time, you'll be prompted to add an email account.
2. Enter your work email address (e.g., yourname@company.com) and tap **Add Account**.

**C. Enter Your Password:**

1. If your work email is recognised, you'll be prompted to enter your password.
2. Enter your work account password and tap **Sign in**.

**D. Complete any additional setup:**

1. Depending on your organisation's security settings, you may be prompted to configure additional settings, such as multi-factor authentication (MFA) or accepting security policies.
2. Follow the on-screen instructions to complete these steps.

**E. Start Using Outlook:**

Once your account is connected, you'll be taken to your inbox where you can start managing your work emails, calendar, and contacts.

**Outlook download QR code**

iPhone/iPad



Android

If CyberGuru can be of assistance in any way, please feel free to contact us on 0488 80 GURU (4878) or email [cyberguru@cyberguru.com.au](mailto:cyberguru@cyberguru.com.au).