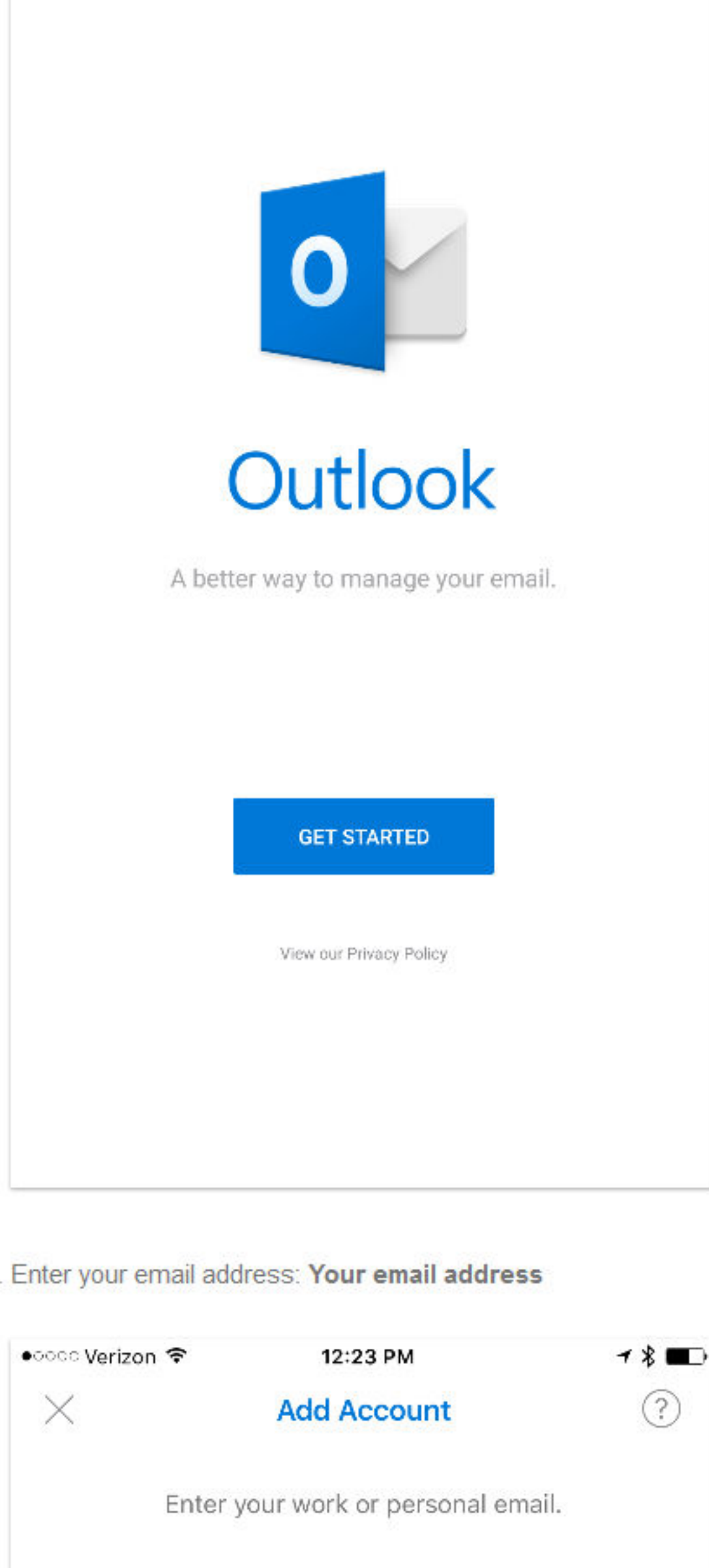


Outlook for iOS (ActiveSync)

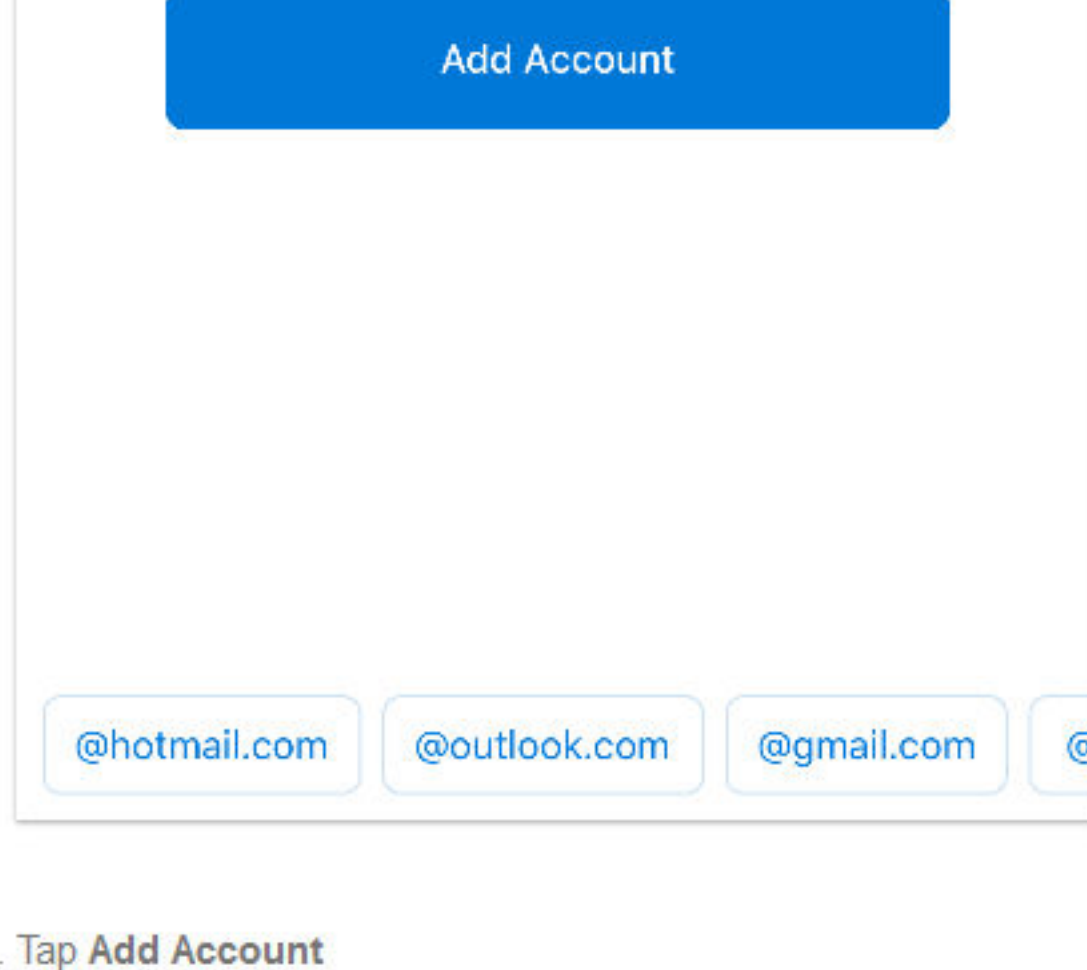
1. Download the Outlook for iOS app from the App Store

Note: This guide also works for the iPad version, as the steps are the same.

2. Once it downloads; open it, and tap the blue **Get Started** button.

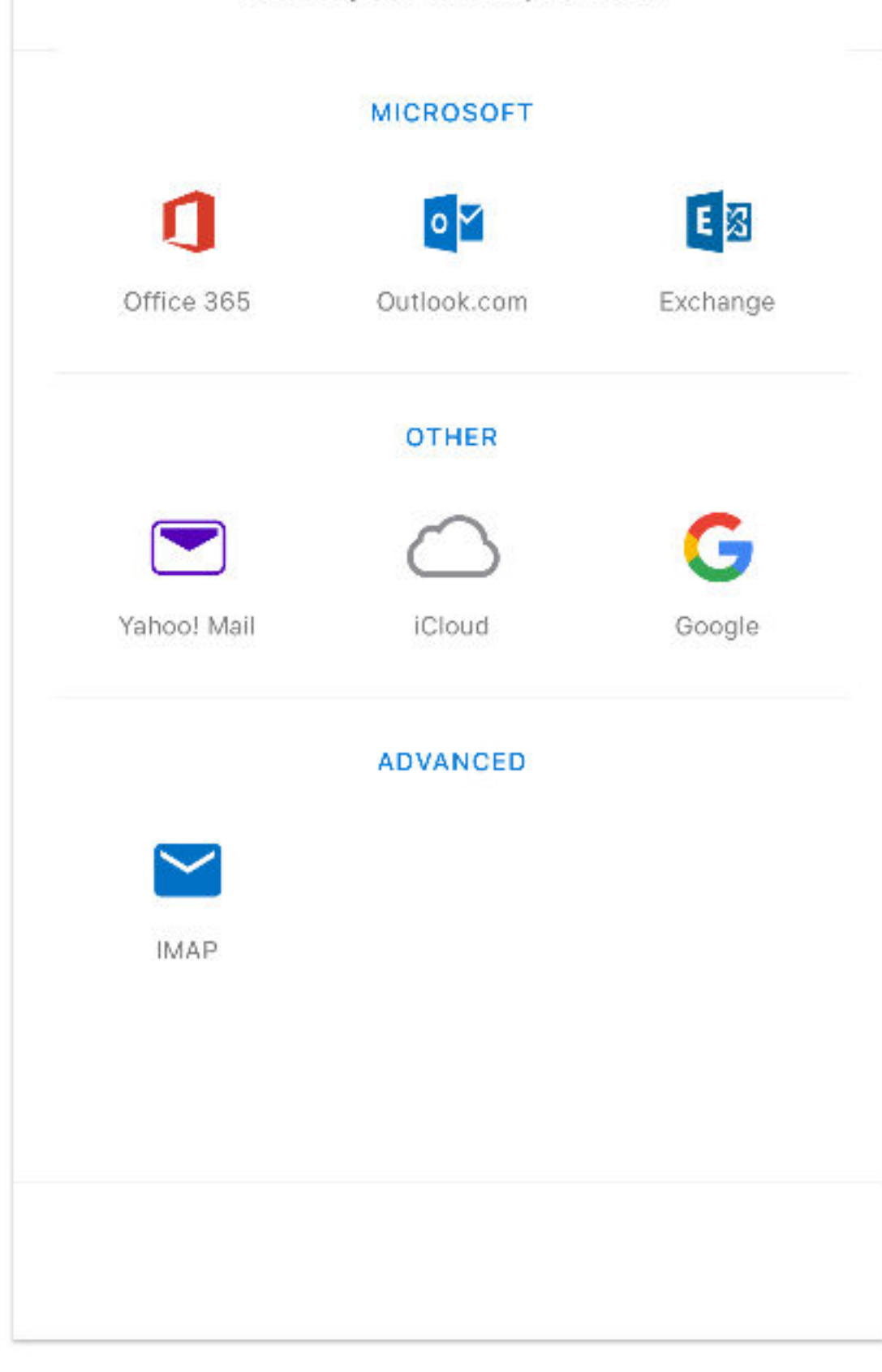


3. Enter your email address: **Your email address**

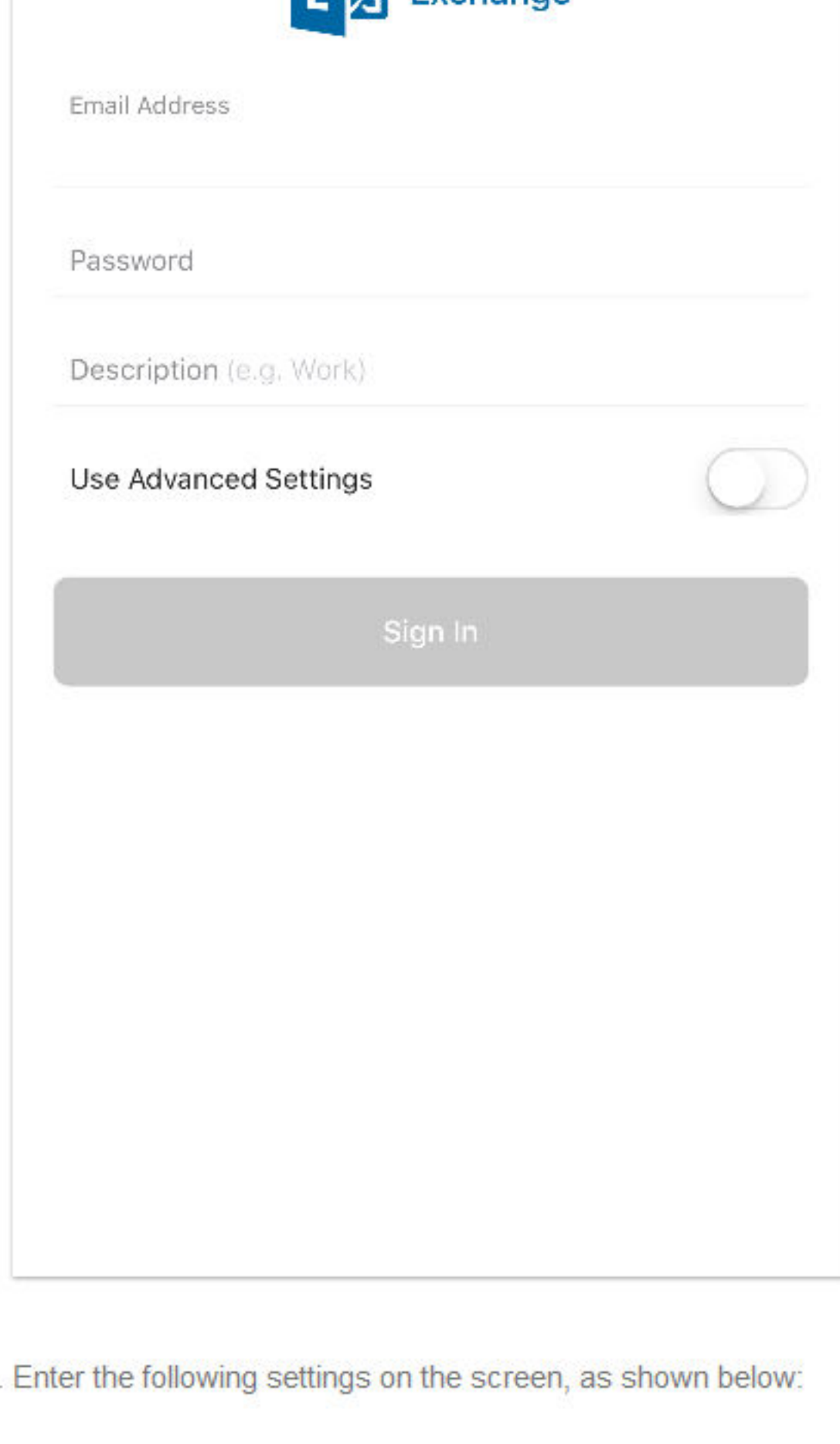


4. Tap **Add Account**

5. Tap **Exchange** from the **Select your email provider:** options.



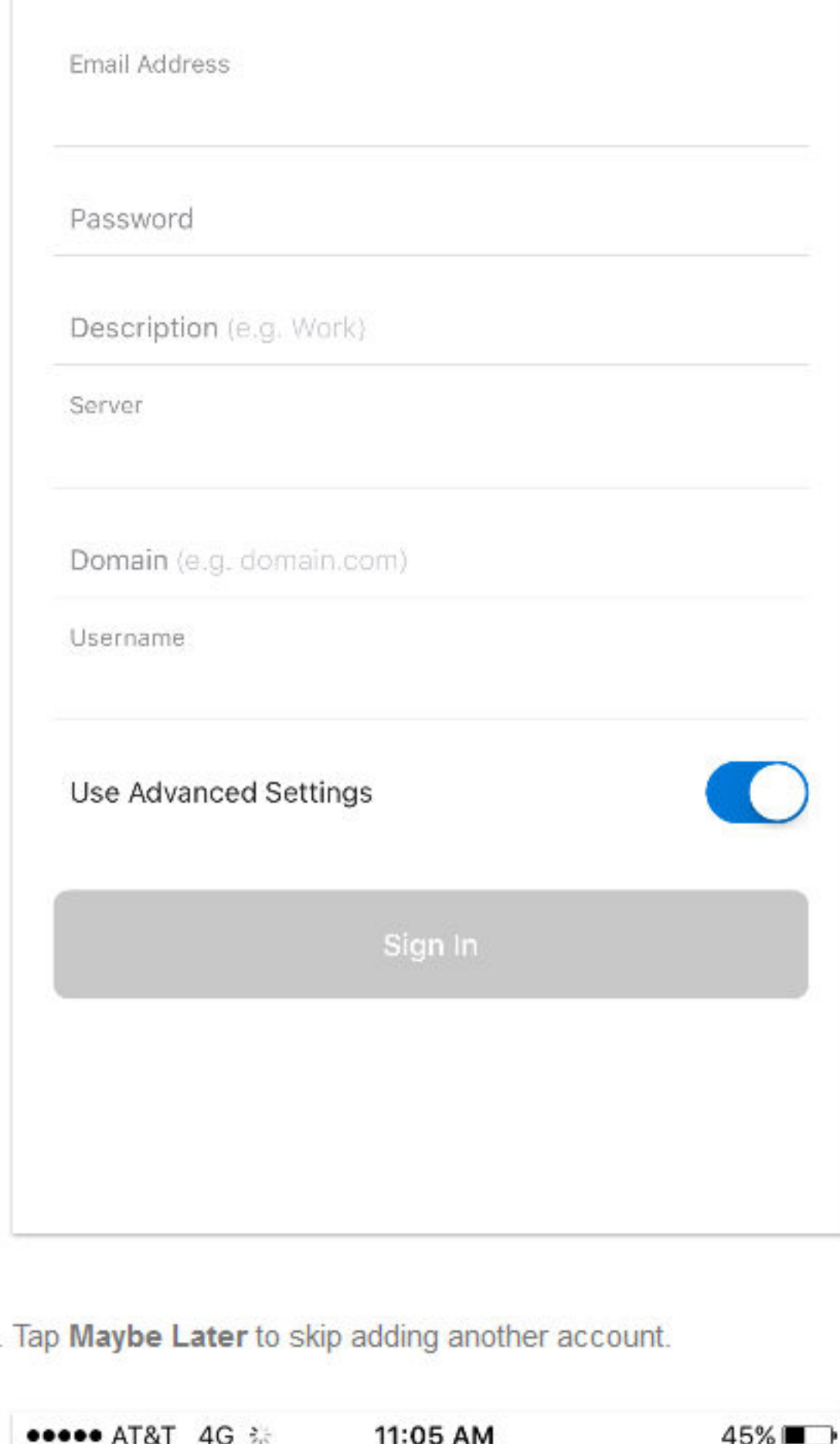
6. Enter your mailbox password and a description of the account
Then enable the **Advanced Settings** slider



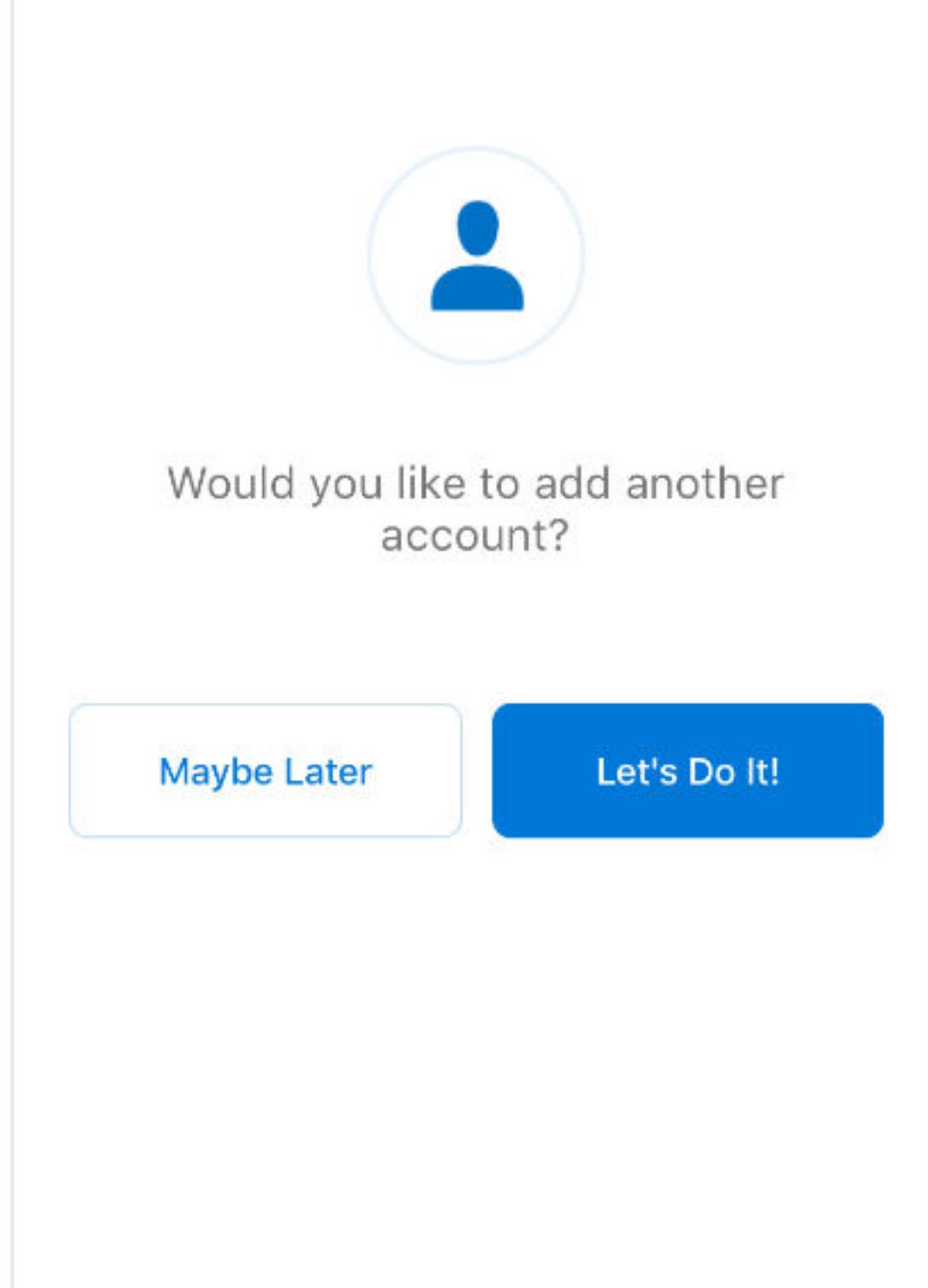
7. Enter the following settings on the screen, as shown below.

Email: Your email address
Server: Your exchange server
Domain: Leave blank
Username: Your email address
Password: Your mailbox password

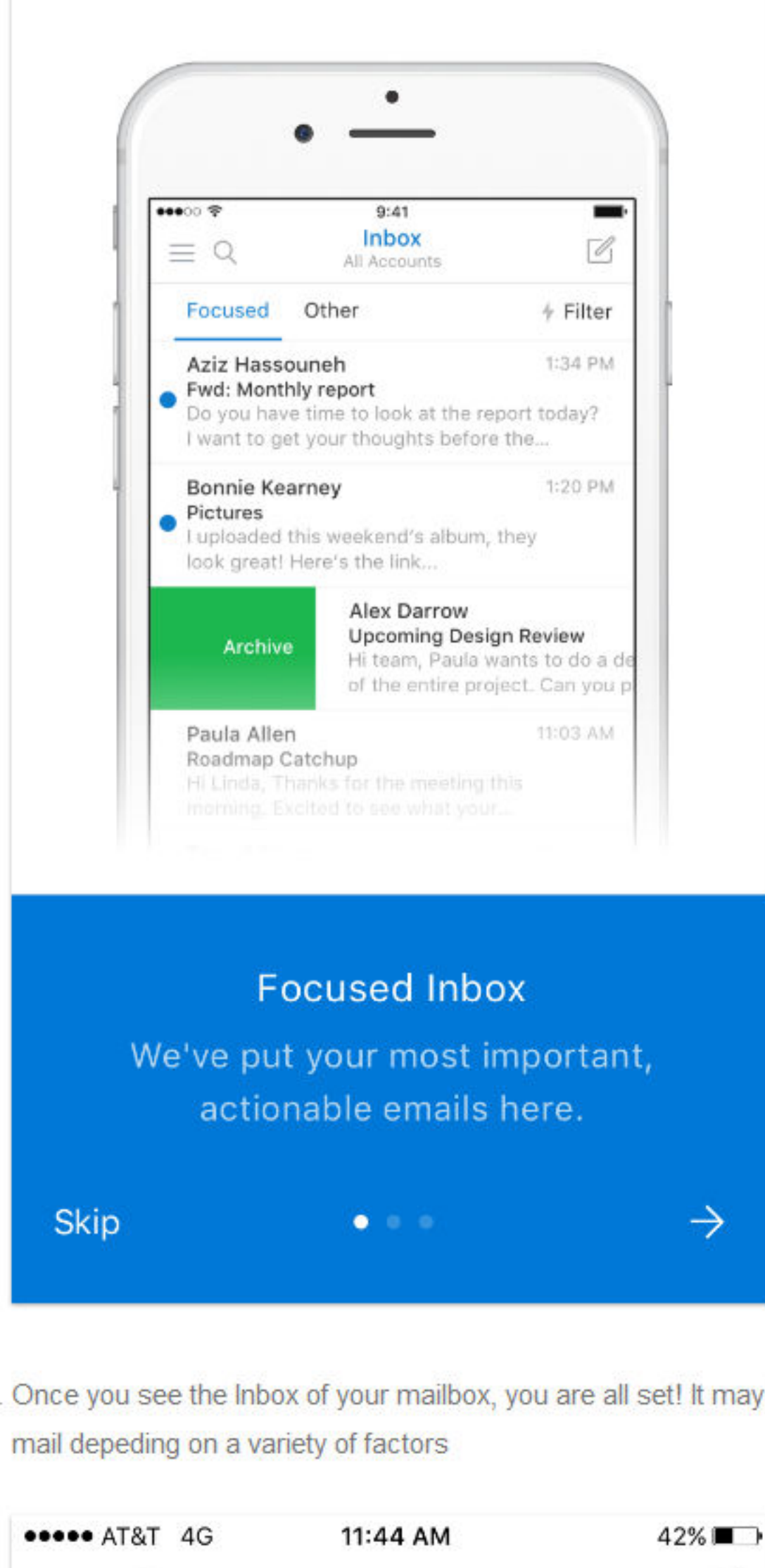
Once you're done, tap **Sign in**



8. Tap **Maybe Later** to skip adding another account.



9. You may go through the app tutorial by clicking on the arrow on the bottom right, or tap **Skip** to skip it.



10. Once you see the Inbox of your mailbox, you are all set! It may take a few minutes to download mail depending on a variety of factors

