Outlook App

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Adding an Email Account (iOS)

This guide will walk you through setting up the Outlook for iOS app on Apple iPhones.

Install Required Apps

Install the Microsoft Outlook for iOS from Apple's App Store.

Setting up Your Account

Please open the **Microsoft Outlook** app on your phone. If you've installed the app before, it may ask if you wish to add a previous email account. Select the accounts you wish to add or press **Skip** if the email account is not listed.
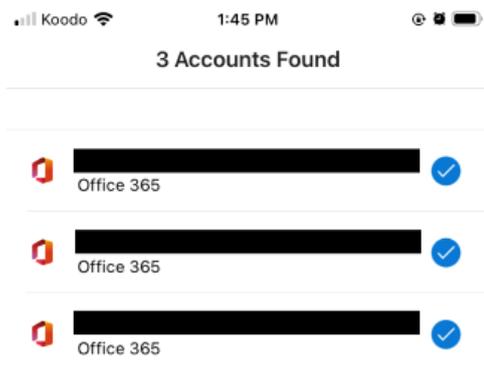
Enter your email address and select **Add Account**.
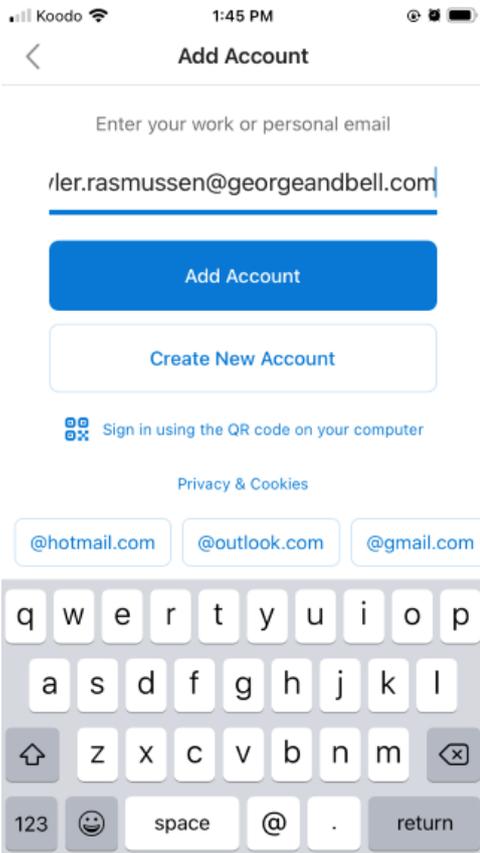
Enter your domain password and select **Sign In**.
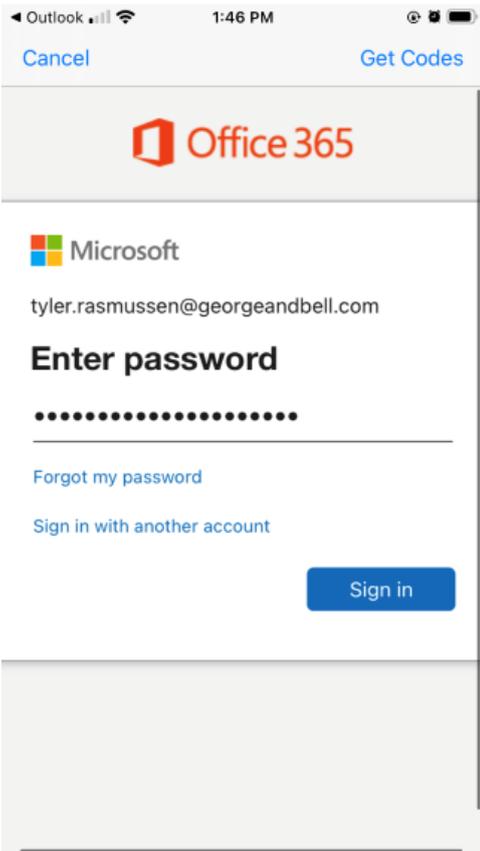

Select **Register**.
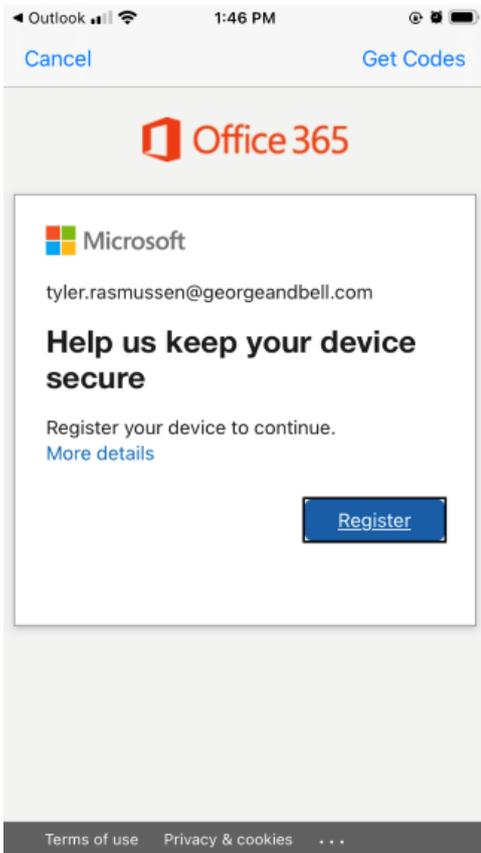
Complete the requested Duo Authentication Request. Select **Send me a Push** to start the process.
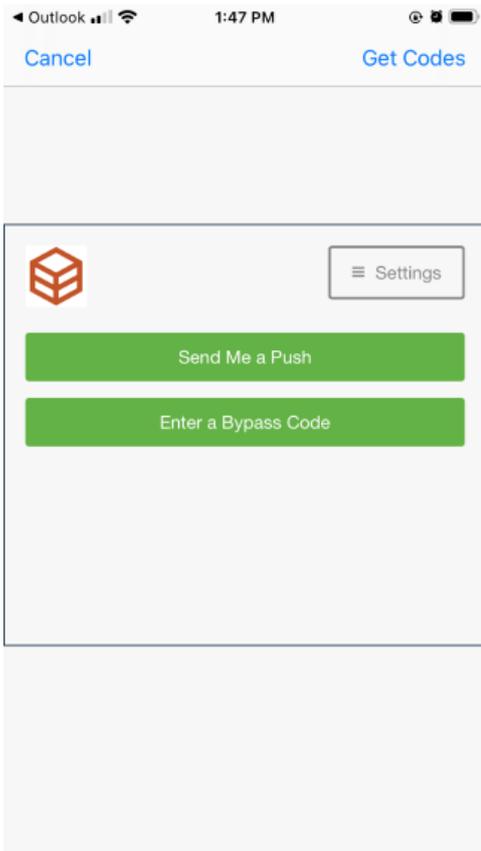
If you have another work email account to add, select **Add** and enter in the requested information. Otherwise select **Maybe Later**.

Add Another Account

Would you like to add
another account?

Maybe Later	Add

You've successfully configured the Microsoft Outlook for Android app.

Adding an Email Account (Android)

This guide will walk you through setting up the Outlook for Android app on Android phones.

Install Required Apps

Install the following apps from the Google Play Store:

- Microsoft Outlook for Android
- Intune Company Portal

> Please <u>do not</u> sign into the Company Portal app. Doing so will allow your mobile device to be managed by company.

Setting up Your Account

Please open the **Microsoft Outlook** app on your phone. On first opening, the app may ask you if you wish to add your existing Google accounts. Please press **Skip**. Its preferable that the app be used only for work accounts.

Select **Add Account.**


Enter in your email address and press **Continue**.
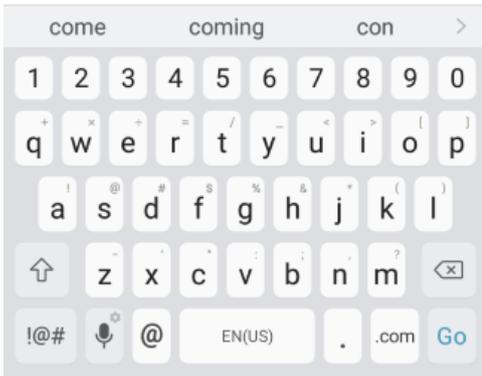
Enter your domain password and press **Sign In**.
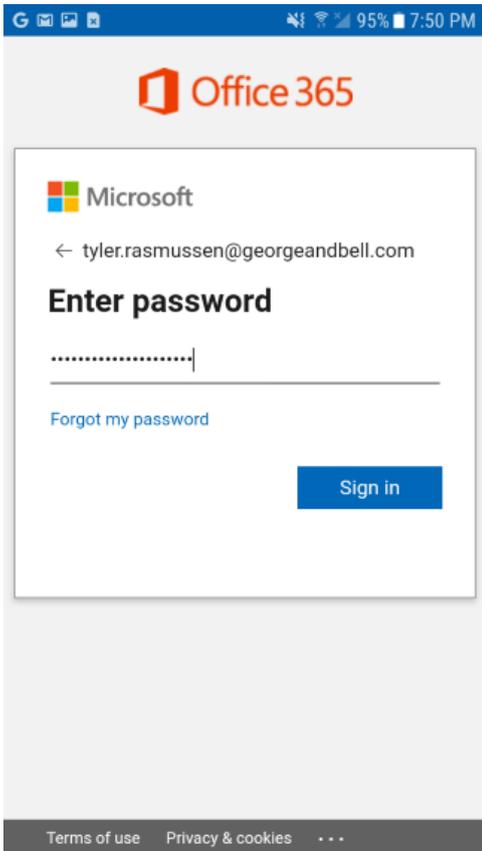
Press **Register**. If you receive an message asking you to install the Intune Company Portal, please do as instructed. Its a required app on Android phones.

Complete the requested Duo Authentication Request. Select **Send me a Push** to start the process.

If you have another work email account to add, select **Add** and enter in the requested information. Otherwise select **Maybe Later**.

Select **Continue**.

You've successfully configured the Microsoft Outlook for Android app.

Reset PIN

If you've forgotten your PIN, it can be easily reset through the Outlook app. Please follow the instructions below to reset your PIN.

1. Open the **Outlook app**. When requested to enter in your PIN, select **Forgot your PIN, or need to change it?**

2. Press **OK** to sign into your work email account.
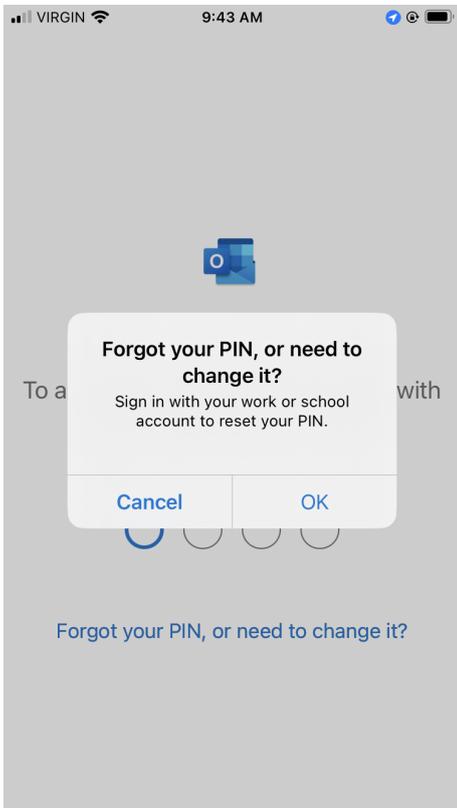
3. Sign into your Microsoft 365 account using your username (username@georgeandbell.com) and password.
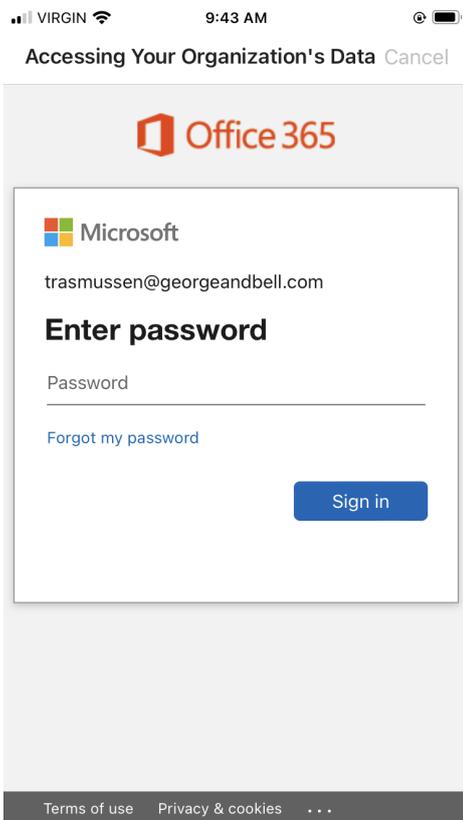
4. Enter in a new PIN number and confirm the PIN you entered.

To access your organization's data with this app, set a PIN.

Your PIN has been reset.

Email Account Removal

iPhone

Below are quick instruction on how to remove an email account from an iPhone.

Built-in Mail App

1. Open the **Settings** app.
2. Scroll down and select **Mail >> Accounts** (older versions may show **Passwords & Accounts** instead).
3. Select the account to delete.
4. Tap the **Delete Account** button.
5. Tap the **Delete from My iPhone** button when prompted.

Microsoft Outlook App

1. Open the **Microsoft Outlook app**.
2. Select your **initials** in the top-left hand corner.
3. Within the menu that appears, select the **cog wheel** located at the bottom.
4. Under the *Mail Accounts* heading, select the account you wish to delete.
5. Scroll to the bottom and select **Delete Account**.

Android

Below are quick instruction on how to remove an email account from an Android phone.

> Please note these instructions were pulled from their respective manufacturer. Menu options may differ depending on your phone's manufacturer and version.

Google Provided Instructions

1. Open the **Settings** app.
2. Tap **Passwords & Accounts.** If you don't see "Accounts," tap **Users & Accounts**.
3. Under *Accounts for* heading, tap the account you want to remove than select **Remove Account**.
4. To confirm, tap **Remove Account** and select **OK**.

Samsung Provided Instructions

1. From **Settings**, swipe to and tap **Accounts and backup**.
2. Tap **Manage accounts**, and then select your email account.
3. Tap **Remove account**, and then tap **Remove account** again to confirm.

Microsoft Outlook App

1. Open the **Microsoft Outlook app**.
2. Select your **initials** in the top-left hand corner.
3. Within the menu that appears, select the **cog wheel** located at the bottom.
4. Under the *Mail Accounts* heading, select the account you wish to delete.
5. Scroll to the bottom and select **Delete Account**.