

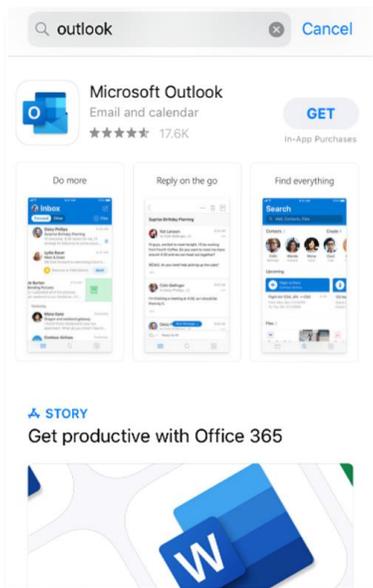


Getting Started: Outlook for iOS

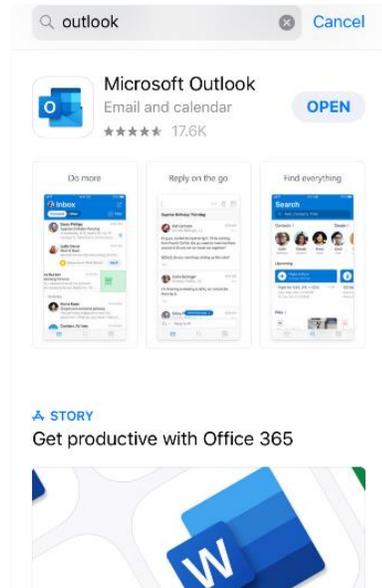
This guide will help you get access to TU Dublin email on your iOS device.

Installation and Setup

Step 1 – Installation – Download and Install the Microsoft Outlook app from the App Store. Tap 'Get' or the Cloud icon if you have previously downloaded Outlook.

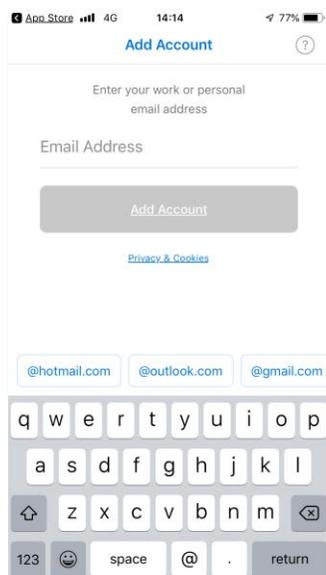


Step 2 – First Time Launch – When the app is finished installing the 'Get' will change to 'Open'. Tap 'Open' to launch the Outlook App.

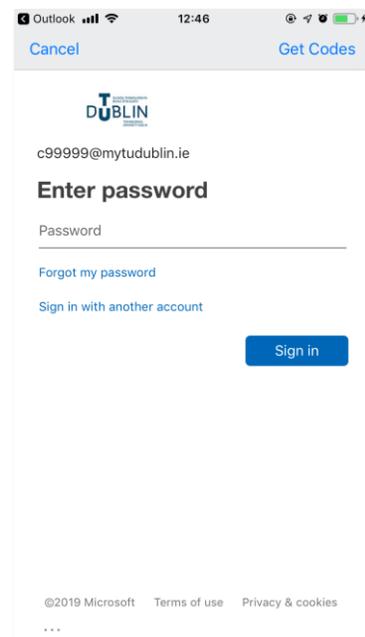


Step 3 – Add account – If you already have email accounts configured on your device such as Outlook.com, Hotmail.com or Gmail.com, Outlook may find them automatically when you open Outlook.

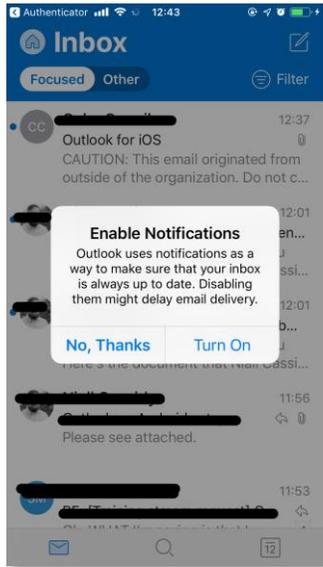
Type in your TU Dublin email address and Tap 'Add accounts'.



Step 4 – Enter your password – Tap 'Skip' When prompted to add another account.



Step 5 – Enable Notifications (optional) - At first time launch, when you pass all the login screens you may be presented with a dialog asking you to enable notifications on your device. Please tap the option that is appropriate to you. You can turn on and/or modify any notifications created for Outlook at a later stage. To get up and running quickly we will tap “No, Thanks”.



Step 6 – Welcome to your mailbox – You are now set up with your TU Dublin mailbox on your iOS device.



Step 7 - Review/Edit Settings (optional) – You can review settings like Focused Inbox, Signatures, Notifications etc. in the settings of the Outlook App.

