



Title:

How to Setup Outlook on a Mobile Device

Summary/ Intro:

This procedure describes how to install and set up Outlook on your mobile device.

Steps:

Step 1: Install the Outlook mobile app

The first step is to install the Outlook mobile app on your mobile device.

If you have an Apple device follow the below link to Outlook on the Apple App store:

apps.apple.com/us/app/microsoft-outlook/id95...

If you have an Android device follow the below link to Outlook on the Google Play store:

play.google.com/store/apps/details?id=com.mic...

Step 2: Launch Outlook

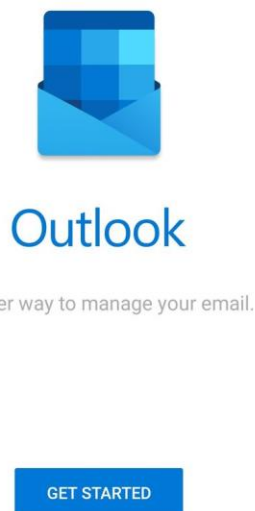
After installing the application find the Outlook app on your home screen and launch it.

The app has the following icon with "Outlook" underneath.



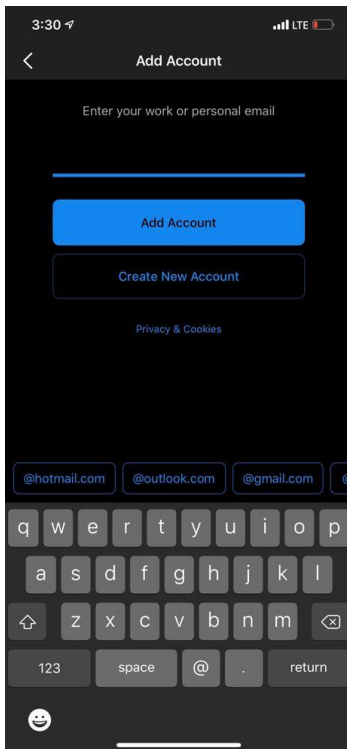
Step 3: Start the login process

After launching the app, you will see the following screen. Tap “Get Started” to begin the signup process.



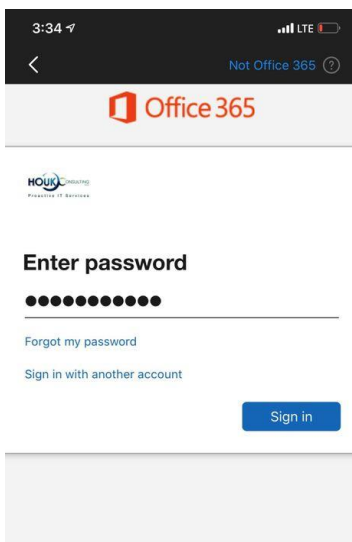
Step 4: Start the login process

After tapping "Get Started", you will see the following screen. Enter the email address associated with your Office 365 account and click Add Account.



Step 5: Enter your password

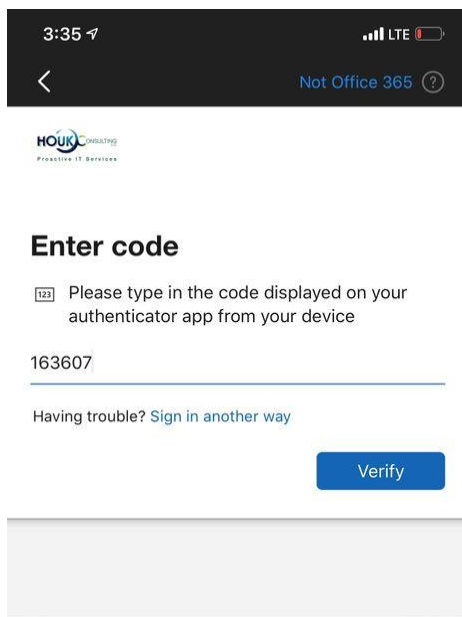
Next, you'll be asked to enter your Office 365 password which is the Eskom domain Account password, then hit "Sign In".



Step 6: Enter 2FA if enabled

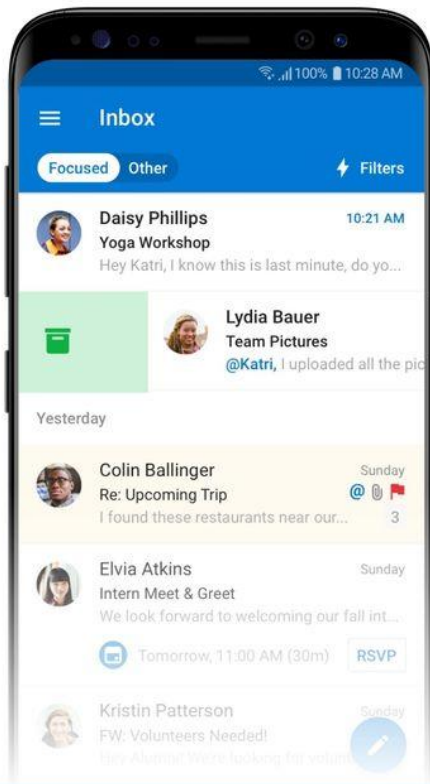


If your organization has 2FA enabled for your Office 365 account, you'll be asked to confirm your default 2FA method. This method can be a text message, a phone call, or a code from an authenticator app. After entering the 2FA code, click the Confirm button. If 2FA is not enabled for your organization, you will be signed in after entering your password and clicking the Sign In button as described above.



Step 6: Confirm emails are syncing

You have now successfully signed into your email account in the Outlook mobile app and your emails are automatically synced to your phone. After signing in, you may see a tutorial that explains how to use the Outlook mobile app.



Focused Inbox

We've put your most important,
actionable emails here.

Completing login...

SKIP



Conclusion (Optional):

After all process you can now view your emails on mobile devices and also on your Desktop or Laptops

References (Optional):



<https://www.sweetprocess.com/kb/WkD8IjYD2HGR/article/OxyH2fJd45/outlook-how-to-setup-on-a-mobile-device/>

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