Office 365 (Outlook for iOS) – Configuring the Outlook App

1. Once you have installed the Outlook app, open the app.

2. Tap “Get Started”.

Outlook
A better way to manage your email.

Get Started

View our Privacy Policy
3. Either tap “No Thanks” or “Notify Me”. (Note: If you clicked “No Thanks” then please move to step 5.)

4. Tap “Ok”.
5. Enter in your RIC email.
6. Tap “Add an Account”.

7. Tap “Office 365”.
8. Enter in your password.

9. Tab “Maybe Later”.

Can’t access your account?
10. You can either do:
   - Tap the right arrow to go through the different screens providing you with some information about the Outlook app
   - Tap “Skip” button to go right into the Outlook app.

11. You are now seeing your email listed in your Outlook app.