
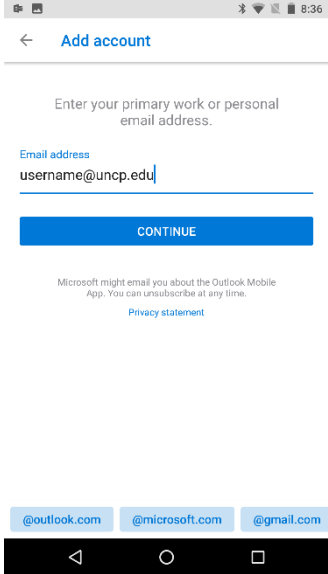
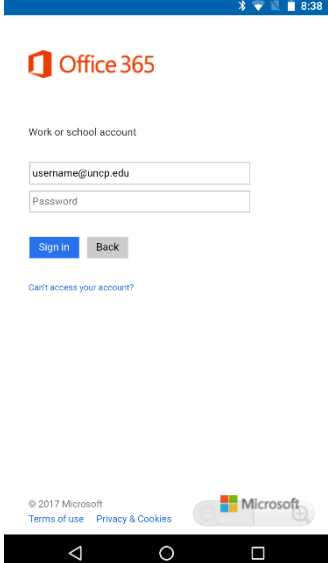
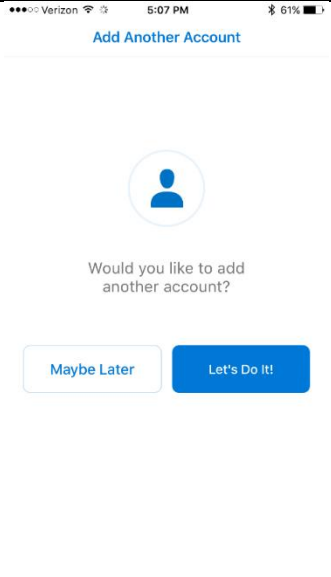




# Configuring iPhone for Office 365 Email Using Outlook Application (UNCP Faculty & Staff)

1. Download and install the Outlook application from the <a href="#">Apple iTunes app store</a> .	
2. Launch the Outlook mobile app  and click on the "Get Started" button.	
3. Enter your email address as <b>username@uncp.edu</b> (where <i>username</i> is your UNCP network account username). Click "Add Account".	 <p>The screenshot shows the 'Add account' screen in the Outlook mobile app. At the top, there is a back arrow and the text 'Add account'. Below this, it says 'Enter your primary work or personal email address.' There is a text input field labeled 'Email address' containing 'username@uncp.edu'. A blue 'CONTINUE' button is positioned below the input field. At the bottom, there are three domain selection buttons: '@outlook.com', '@microsoft.com', and '@gmail.com'. The status bar at the top right shows the time as 8:36.</p>
4. The app will then switch over to the Office 365 login screen. Enter your UNCP network account password and click "Sign in".	 <p>The screenshot shows the Office 365 login screen. At the top, there is the Office 365 logo. Below it, it says 'Work or school account'. There are two text input fields: one for the email address containing 'username@uncp.edu' and one for the password. Below the input fields are two buttons: 'Sign in' and 'Back'. At the bottom, there is a link that says 'Can't access your account?'. The status bar at the top right shows the time as 8:38. At the bottom, there is a copyright notice for 2017 Microsoft and links for 'Terms of use' and 'Privacy &amp; Cookies'.</p>

<p>5. Click on “Maybe Later” to skip adding another account.</p>	
<p>6. You may get prompted for: Enable Notifications – click “turn on” then “Outlook” would like to send you notifications – click “Allow”</p>	
<p>7. You’re done! Your emails should start to sync and appear. Click on “Other” if you do not want to use the Focused Inbox feature.</p>	