

Configure Outlook on iOS

These instructions were successfully used to configure the Outlook application on an iPhone X with iOS version 11.2.5 for a Penn State Office 365 email account.

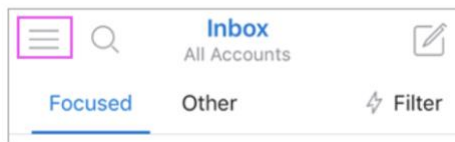
Make sure you have the Outlook application on your device. You can find it on the App Store by searching Outlook.



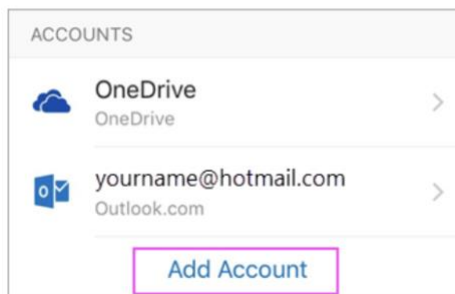
Open the Outlook app and select Get Started

First time using Outlook for iOS?
Just tap **Get Started**.

If not, tap the menu icon the
upper left corner.



Tap **Settings**  > **Add Account** > **Add Email Account**.



At the Add Account screen, you will type in your email address userid@psu.edu

App Store 9:57 AM 94%

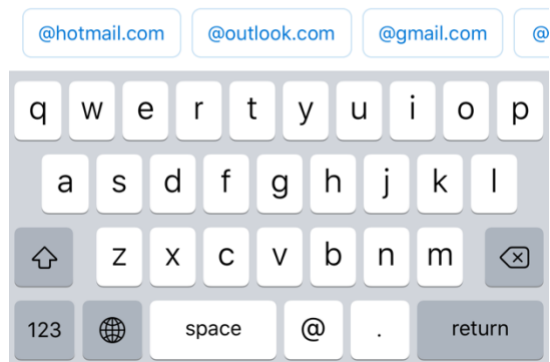
Add Account

Enter your work or personal email.

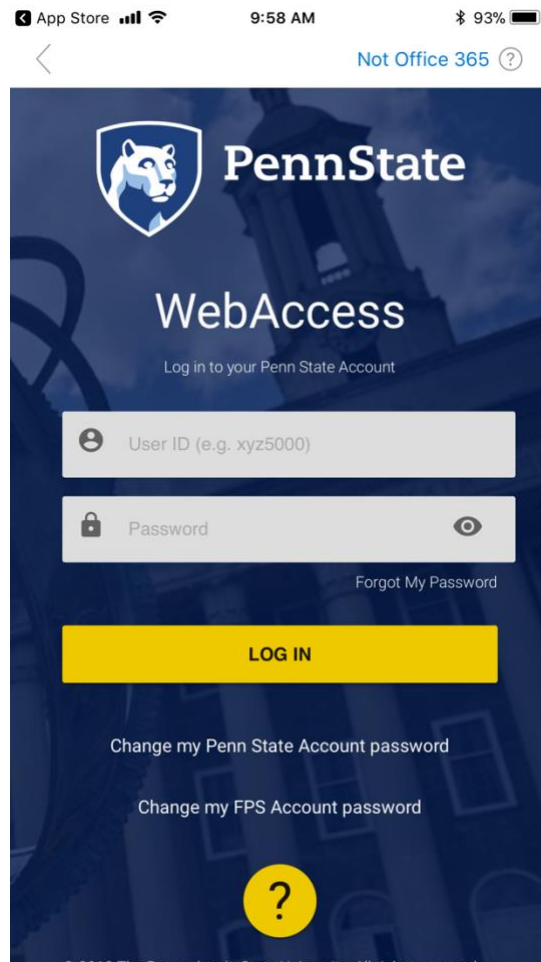
Email Address

Add Account

Microsoft may email you about Outlook Mobile. You can unsubscribe at any time.
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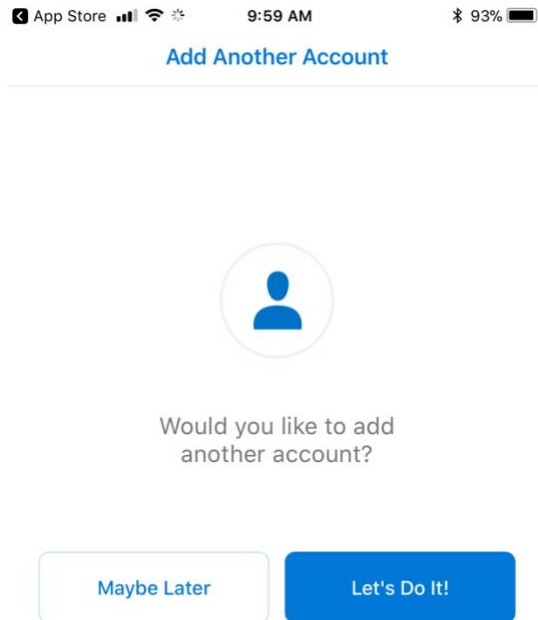


You will now be prompted for WebAccess so use your Penn State user id and the password associated with it.



Duo will now be required to finish the setup.

After successfully logging in with Duo, you should reach a screen that asks if you would like to add another account. You can either add another or add one later.



You will then be taken to your inbox and can use Outlook