

# How to Set Up Outlook on Your Device



# How to setup Outlook for IOS

1. Click on the App store and search for 'Microsoft Outlook' using the search bar



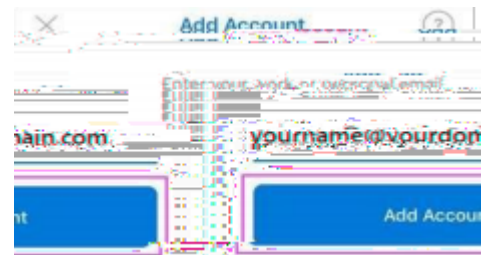
2. Select 'GET' to download Microsoft Outlook. Following this you will need to click install and enter your Apple credentials.



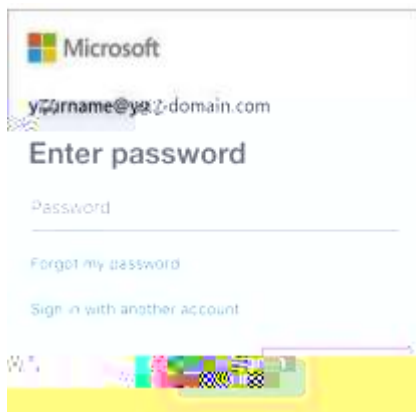
3. Open Outlook. The icon will look like the one below. Is it your first-time using Outlook for IOS? Select 'Get Started'.



4. Type your student email address, then select 'Add Account'. An example email is: abc123@student.aru.ac.uk



5. Type the password for your student email and then click 'Sign In'. Your password should be your D.O.B in a 6-digit format (DDMMYY).



6. Tap 'Yes' to let Outlook sync your calendar, contacts, etc. After this, you are ready to use Outlook.

