OUTLOOK APP ON iOS DEVICES

CONFIGURATION GUIDE

INFORMATION TECHNOLOGY
THE UNIVERSITY OF TEXAS AT TYLER
CONFIGURATION STEPS

DOWNLOAD OUTLOOK APP FOR iOS DEVICES

NOTE: Available for iOS devices using iOS 9.0 or higher.

- Go to the Apple Store > Search > Microsoft Outlook
- Click on Get
1. GET STARTED
   • Open Outlook app and click on Get Started

2. GET NOTIFIED
   • If you’d like to receive notifications about new emails or calendar reminders, select the option Notify Me
3. **ALLOW NOTIFICATIONS**

- Click Allow when the iPhone or iPad requests access

4. **SKIP**

**IMPORTANT INFORMATION**

If you already have another Microsoft app (i.e., OneDrive, OneNote, Word, etc.) on your device, the Outlook app may notify you that other potential Outlook accounts have been found and could be added.

*If the Accounts Found list contains existing accounts, we recommend that you choose Skip and add the UTTyler email account even though you might see what looks like your email address in the list. You can always add more accounts later.*

**RECOMMENDED:**

Click **Skip** to add just the UTTyler email account
5. ADD EMAIL ACCOUNT

- Enter your UTTyler email account
- Click Add Account

6. SIGN IN WITH YOUR UT TYLER ACCOUNT

- You will be asked to re-enter your UTTyler password
7. **EXCHANGE**

- Enter your UTTyler password again

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8. **(OPTIONAL) ADD ANOTHER ACCOUNT**
9. **SKIP**

- Click **Skip** if you’d like straight into the email account
WHAT TO KNOW ONCE YOUR EMAIL HAS BEEN CONFIGURED

1. **INBOX**

**VERY IMPORTANT: Focused vs Other**

- **Focused Inbox** presorts your email.
- **Focused** - account emails and contacts with whom you interact.
- **Other** - automatically generated or bulk emails.

*Make sure you switch between the two options to see all your emails.*

This feature can be turned off by going to **Settings**.

Click on the hamburger ( ) to see your folders:
2. EMAIL SETTINGS

Explore the **Settings** option to adjust your email as desired.

**Few things to know once in Settings:**

- **ACCOUNTS**
  - **UT Tyler**
  - **Exchange**
  - **Add Account**

- **INFO**
  - **Email**: jsmith@uttyler.edu
  - **Description**: UT Tyler
  - **Automatic Replies**: OFF

- **Advanced Settings**

  - **Having sync issues? Try resetting your account.**
  - **Reset Account**
  - **Edit Login Information**
  - **Delete Account**

  - **Save Contacts to Device (91)**

- **SYSTEM FOLDERS**
  - **Scheduled**
  - **Archive**

**Sync your personal contacts** that were stored in Outlook to your device.
If you have more than one Outlook account, choose which one to be the default email.

Personalize your signature. Otherwise, emails sent from the Outlook app will say “Get Outlook for iOS.”

**Focused Inbox** presorts your email, meaning the system takes into account emails and contacts with whom you interact, and filters out noisy sources like automatically generated or bulk emails. Based on this rule, the system places your most important emails in “Focused” and the rest in “Other.”