

FEBRUARY 21, 2016



OUTLOOK APP ON iOS DEVICES

CONFIGURATION GUIDE

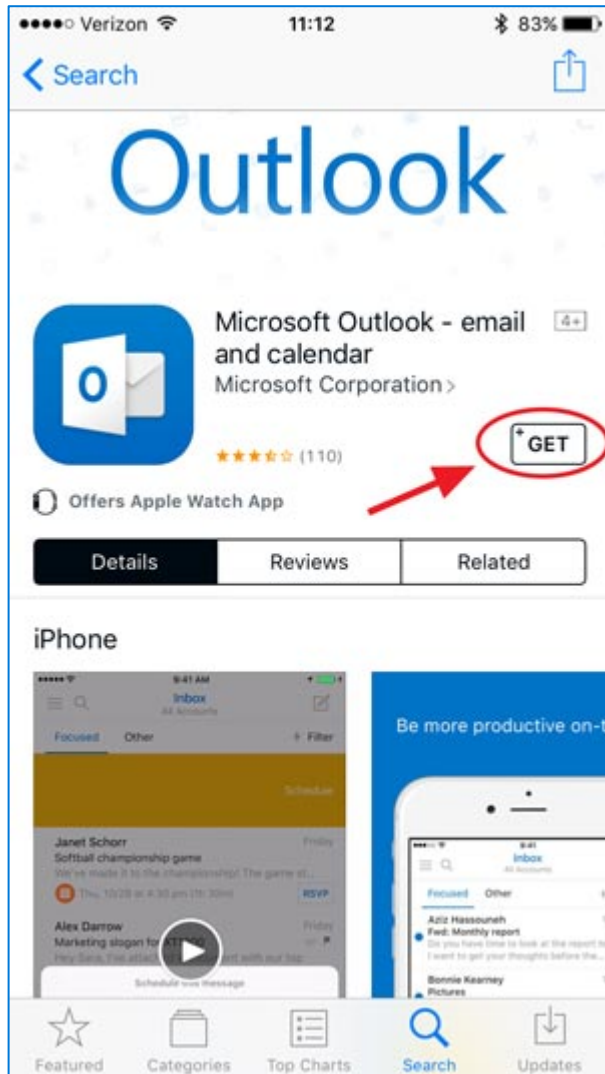
INFORMATION TECHNOLOGY
THE UNIVERSITY OF TEXAS AT TYLER

CONFIGURATION STEPS

DOWNLOAD OUTLOOK APP FOR iOS DEVICES

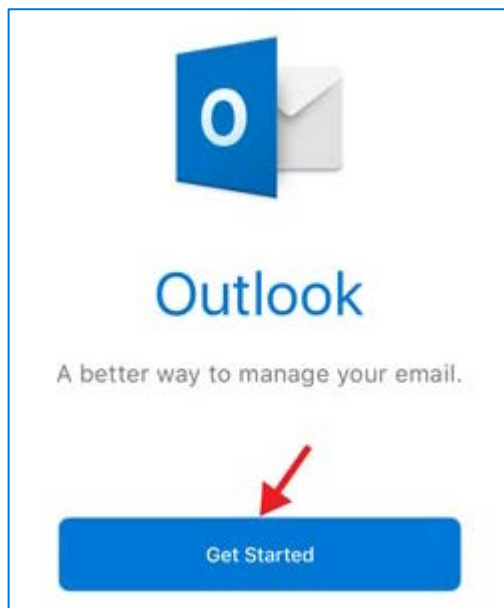
NOTE: Available for iOS devices using iOS 9.0 or higher.

- Go to the **Apple Store > Search > Microsoft Outlook**
- Click on **Get**



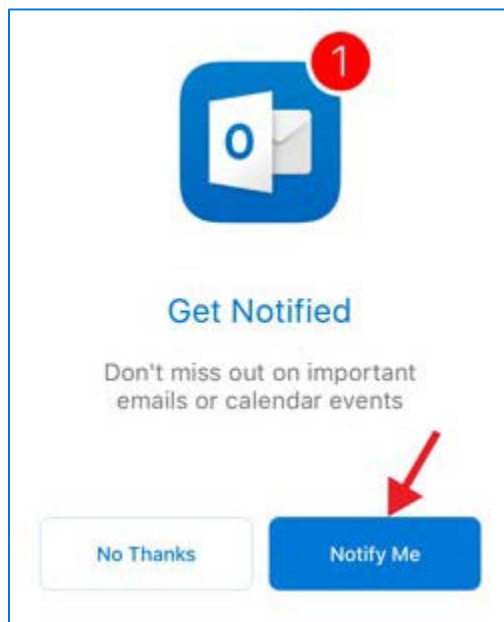
1. GET STARTED

- Open Outlook app  and click on **Get Started**



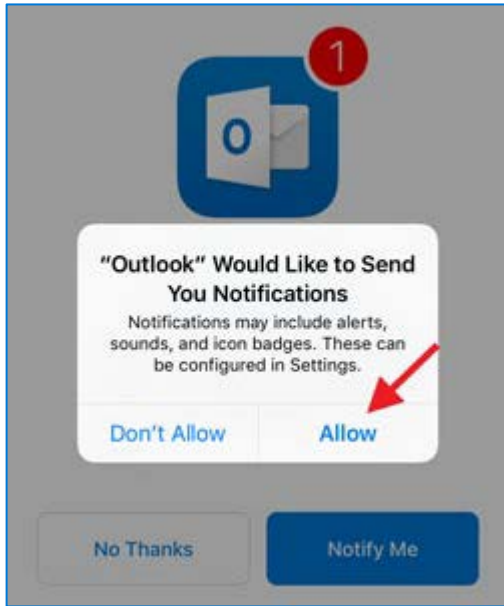
2. GET NOTIFIED

- If you'd like to receive notifications about new emails or calendar reminders, select the option **Notify Me**



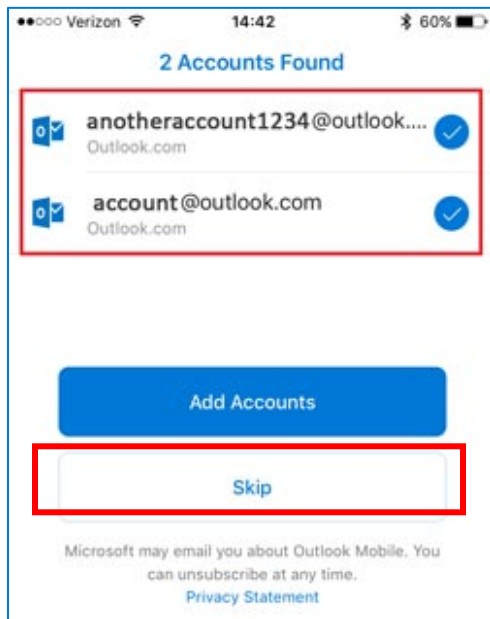
3. ALLOW NOTIFICATIONS

- 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.

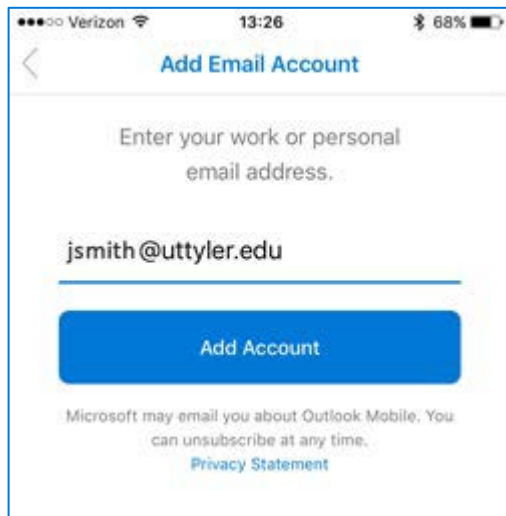
You can always add more accounts later.

RECOMMENDED:

Click **Skip** to add just the UTTyler email account

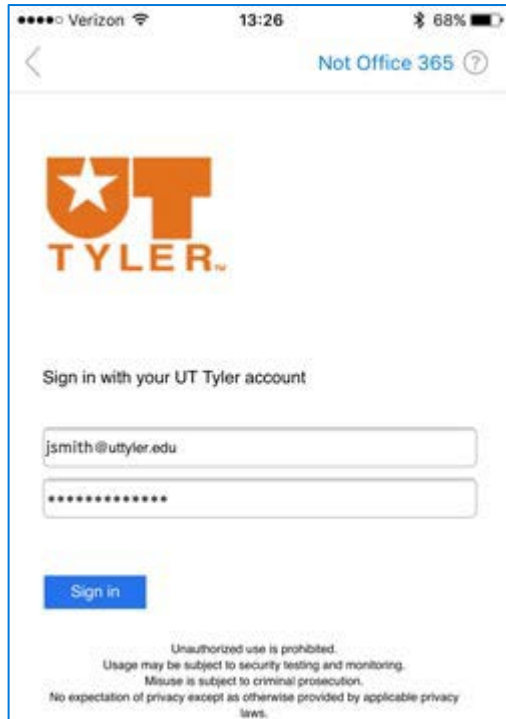
5. ADD EMAIL ACCOUNT

- Enter your UT Tyler email account
- Click **Add Account**



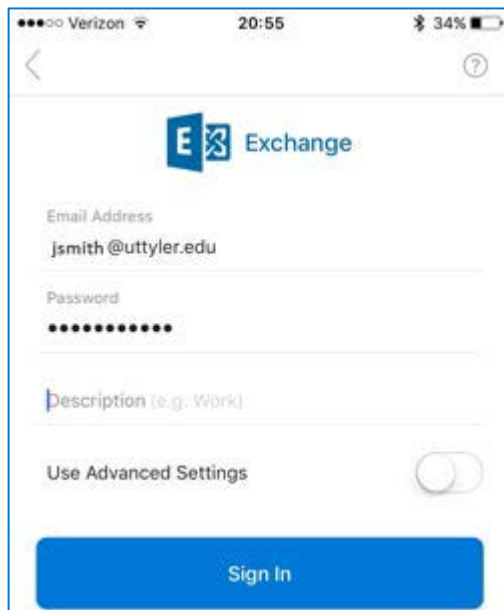
6. SIGN IN WITH YOUR UT TYLER ACCOUNT

- You will be asked to re-enter your UT Tyler password



7. EXCHANGE

- Enter your UTTyler password again



Verizon 20:55 34%

Exchange

Email Address
jsmith@uttyler.edu

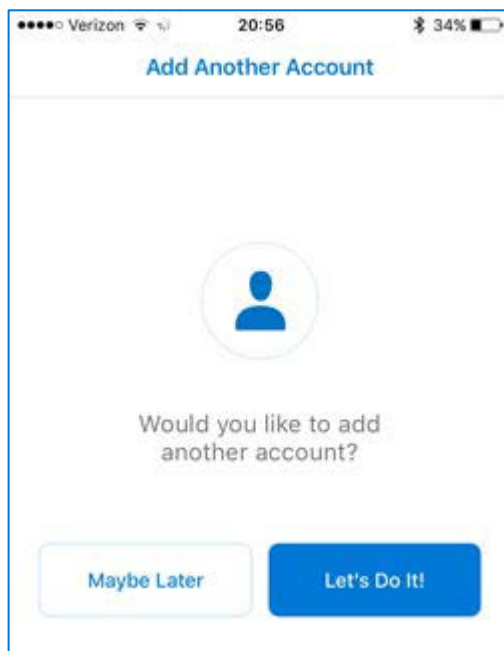
Password
●●●●●●●●

Description (e.g., Work)

Use Advanced Settings

Sign In

8. (OPTIONAL) ADD ANOTHER ACCOUNT



Verizon 20:56 34%

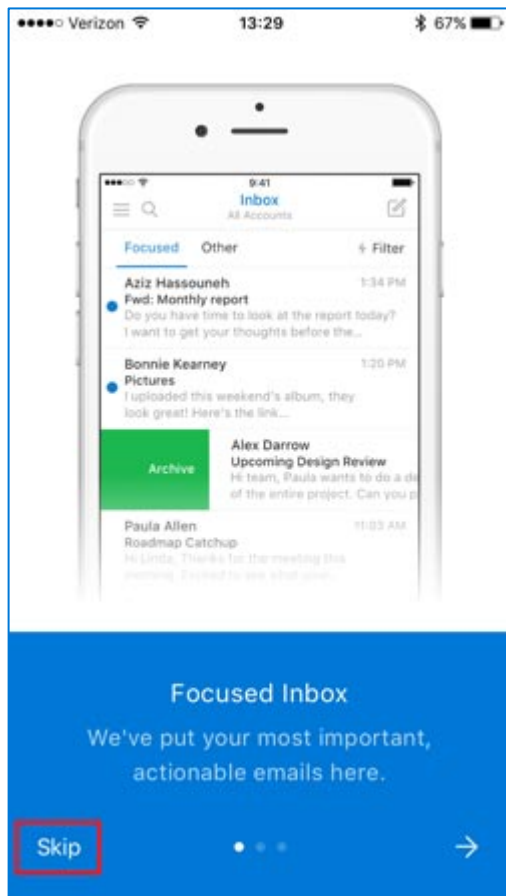
Add Another Account

Would you like to add another account?

Maybe Later Let's Do It!

9. SKIP

- Click **Skip** if you'd like straight into the email account

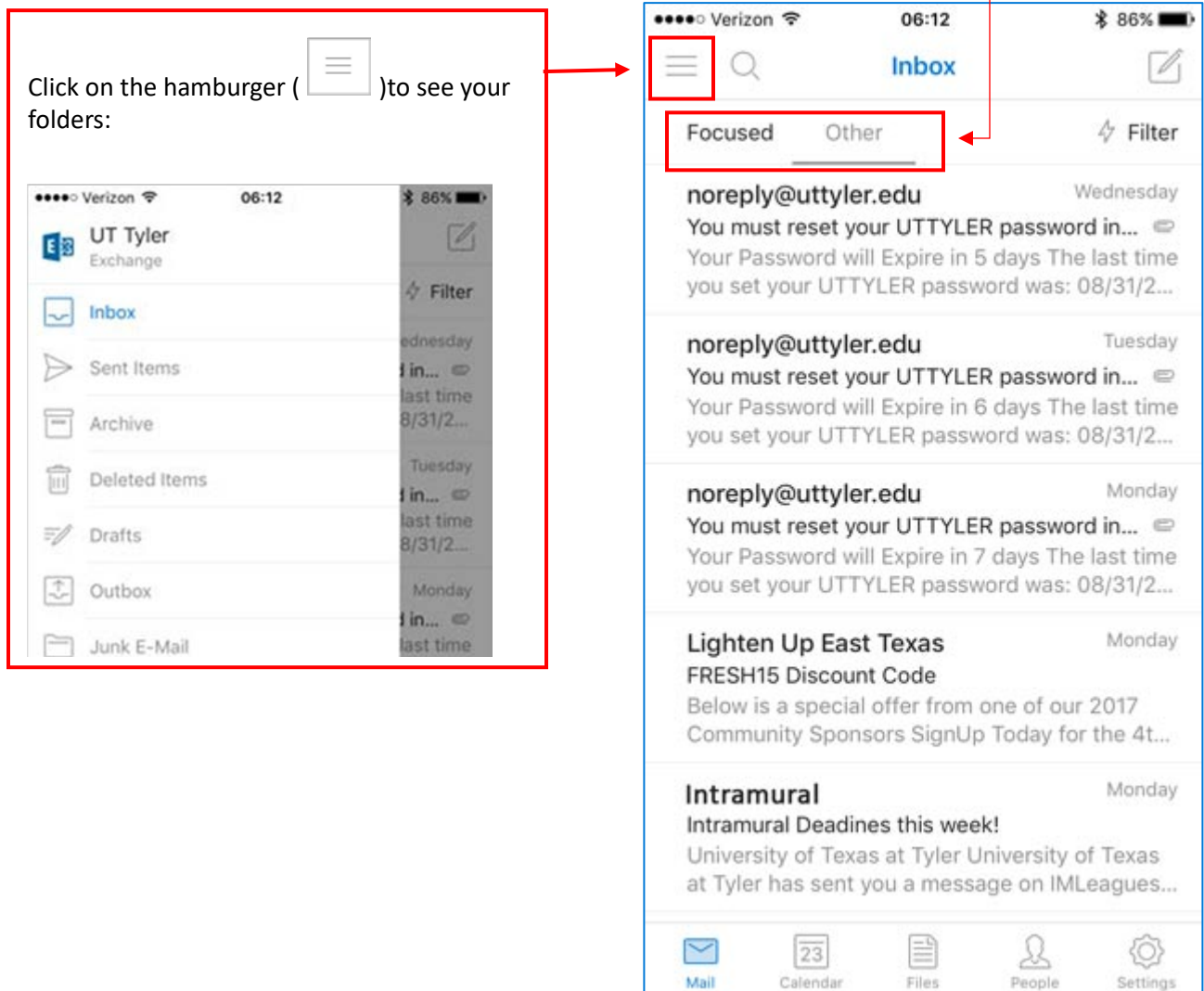


WHAT TO KNOW ONCE YOUR EMAIL HAS BEEN CONFIGURED

1. INBOX

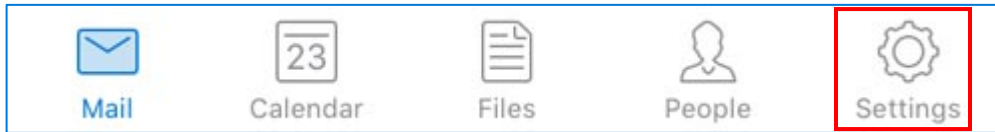
VERY IMPORTANT: Focused vs Other

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.

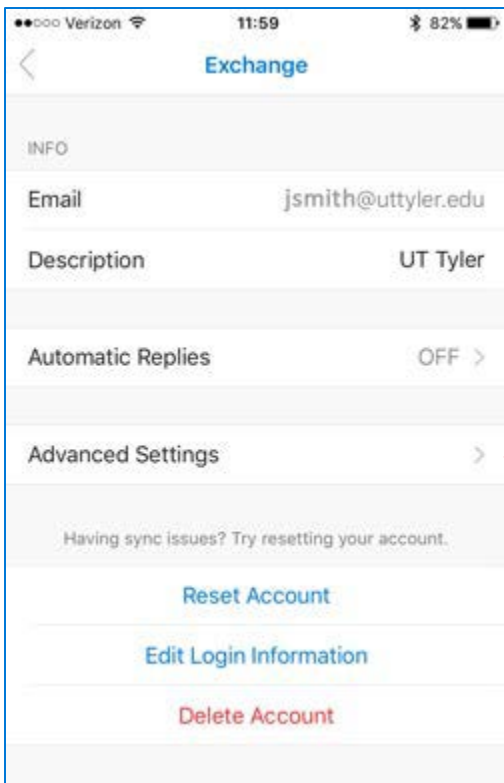
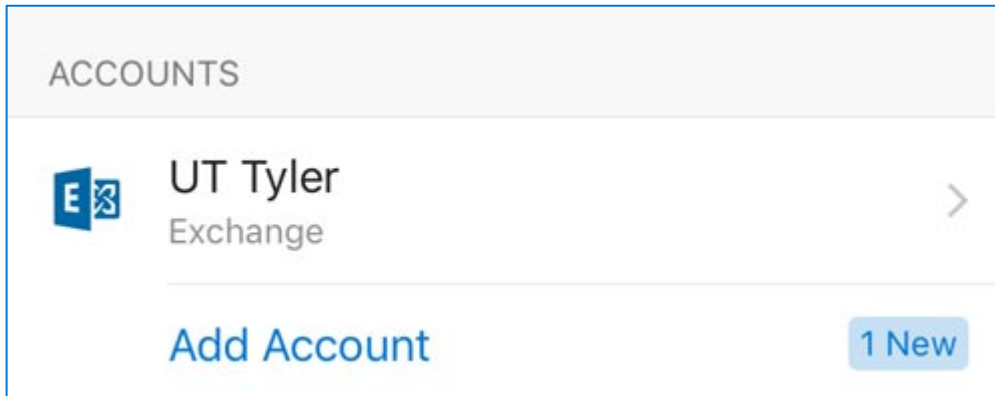


2. EMAIL SETTINGS

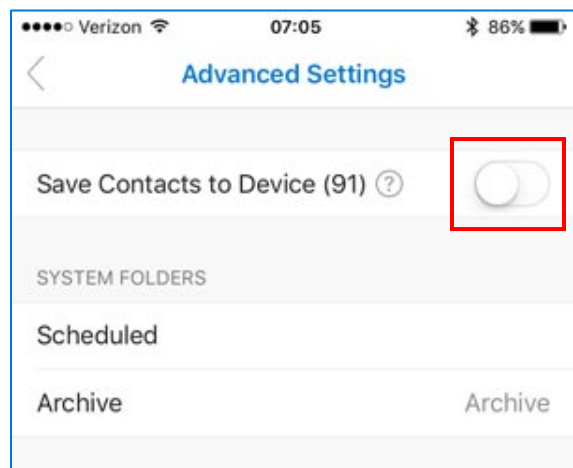
Explore the **Settings** option to adjust your email as desired.

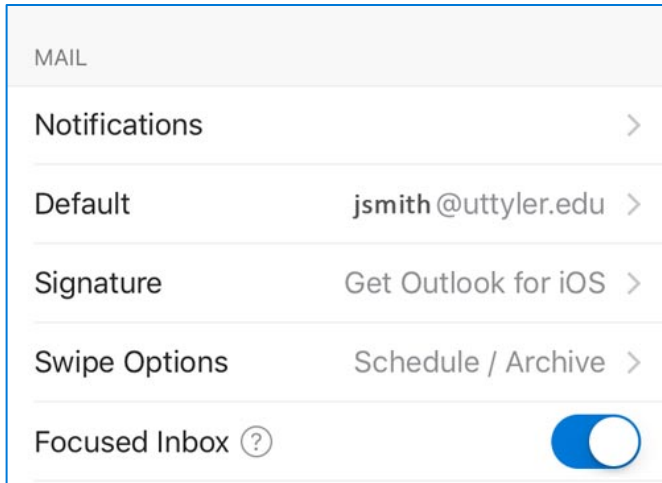


Few things to know once in Settings:



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."