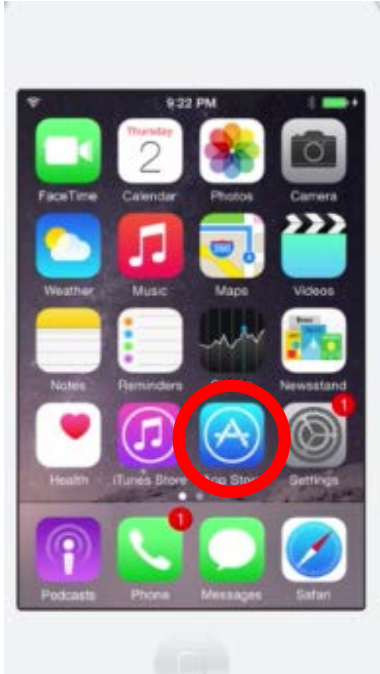



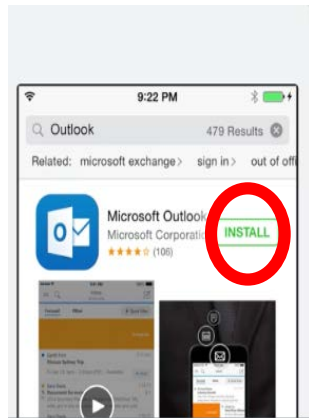
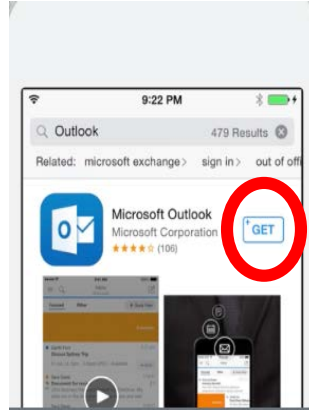
Setting Up Your Office 365 Account on your iPhone or iPad

Yale ITS recommends using the Outlook Application to set up your Office 365 account.

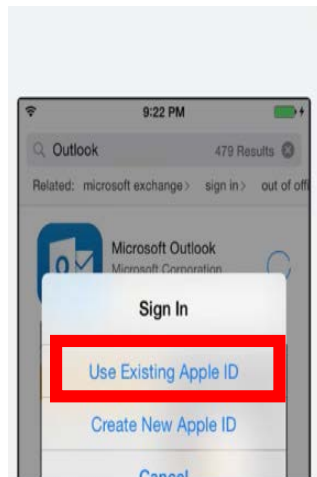
To view an instructional video on how to set up your new Office 365 via the Outlook app on your iOS device, [view the Microsoft support video](#).


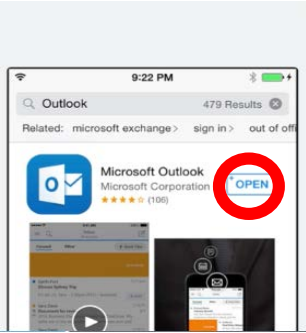
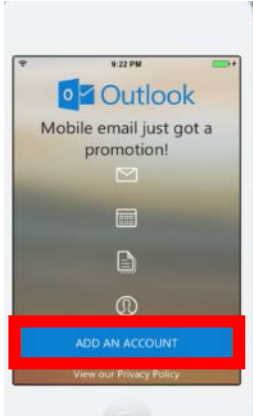
Step	Action	Screen Shot
1	Go to the App Store.	 A screenshot of an iPhone home screen. The time is 9:22 PM. The screen shows various app icons arranged in a grid. The App Store icon, which is a blue square with a white 'A', is circled in red. Other visible icons include FaceTime, Calendar, Photos, Camera, Weather, Music, Maps, Videos, Notes, Reminders, Newsstand, Health, iTunes Store, and Settings. At the bottom dock, there are icons for Podcasts, Phone, Messages, and Safari.
2	Click Search at the bottom right of the screen.	 A screenshot of the App Store search page. The time is 9:22 PM. The page shows a 'Featured' section with a banner for 'Most Epic RPGs'. Below that is a 'Best New Apps' section featuring Microsoft Word, Microsoft Excel, and Microsoft PowerPoint. At the bottom, there is a 'Best New Games' section. The search icon, which is a magnifying glass, is circled in red in the bottom right corner of the screen.

3 Search for **Outlook** and install the app.

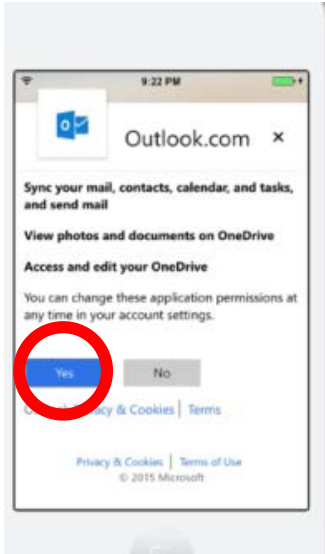
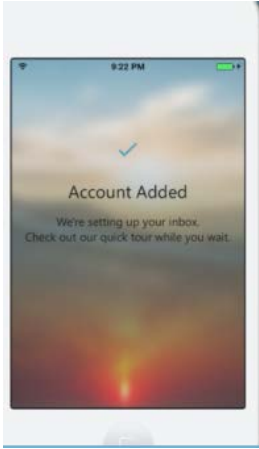
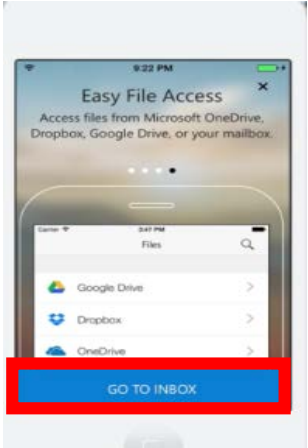


4 Sign in with your Apple ID.



5	Enter your Apple ID and Password and click OK. This will prompt the app to download.	
6	Once the app is installed, click OPEN to open the app.	
7	Tap Add an Account.	

8	Tap Office 365 .	
9	Enter your @yale.edu email address and Net ID Password and click Sign In .	
10	IF Prompted , sign in again using the same email address and password.	

11	This will direct you to Microsoft's Permissions Page. Scroll down to the bottom of the page and click Yes.	 A screenshot of a mobile browser displaying the Outlook.com permissions page. The page title is "Outlook.com" with a close button. The main text reads: "Sync your mail, contacts, calendar, and tasks, and send mail", "View photos and documents on OneDrive", and "Access and edit your OneDrive". Below this, it says "You can change these application permissions at any time in your account settings." At the bottom, there are two buttons: "Yes" (highlighted with a red circle) and "No". There are also links for "Privacy & Cookies" and "Terms" at the bottom.
12	Account added successfully! You have completed setting up your Office 365 account using the Outlook application for iOS devices.	 A screenshot of a mobile app confirmation screen. At the top, it says "Account Added" with a blue checkmark icon. Below that, it says "We're setting up your inbox. Check out our quick tour while you wait." The background is a blurred image of a sunset or sunrise.
13	To access your inbox, slide right. You will have to swipe through a few tutorial pages . Tap Go to Inbox .	 A screenshot of a mobile app tutorial screen titled "Easy File Access". The text says "Access files from Microsoft OneDrive, Dropbox, Google Drive, or your mailbox." Below this is a list of services: "Google Drive", "Dropbox", and "OneDrive", each with a right-pointing arrow. At the bottom, there is a blue button labeled "GO TO INBOX" which is highlighted with a red box.

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Your Office 365 Yale University Inbox will display.

