

This guide takes you step-by-step through the process of setting up a new email account in the Outlook Mobile app on iOS or Android.

- 1. Launch the Outlook app
- 2. Select Get Started
- 3. An Add Account screen will appear, enter your email address and select Continue
- 4. Select the **?** icon on the top right-hand side of the screen, select **Change account** provider
- 5. On the Add Email Account screen select IMAP

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- 6. Complete the following fields:
 - ° Email address -- type in your full email address (in lowercase)
 - **Password** -- type your email password
 - Display name -- Your full name (eg John Smith)
- 7. Complete all Advanced Settings
- IMAP Incoming Mail Server is mail.(your domain)
- IMAP Username is the full email address
- IMAP Password is the mailbox password

- **SMTP Outgoing Mail Server** is smtp.(your domain)
- **SMTP Username** is the full email address (same as IMAP)
- **SMTP Password** is the mailbox password (same as IMAP)

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- 8. Select the \checkmark icon in the top right-hand corner
- 9. A message will appear that reads 'Attempting to log in...'
- 10. The next screen -- Account added -- will confirm that the email account has been added successfully
- 11. If you would like to add another email account, select Continue. If not, select Skip
- 12. An email tutorial will appear, by selecting **Skip** you will be taken directed to your inbox. Alternatively, your inbox will appear after the tutorial.