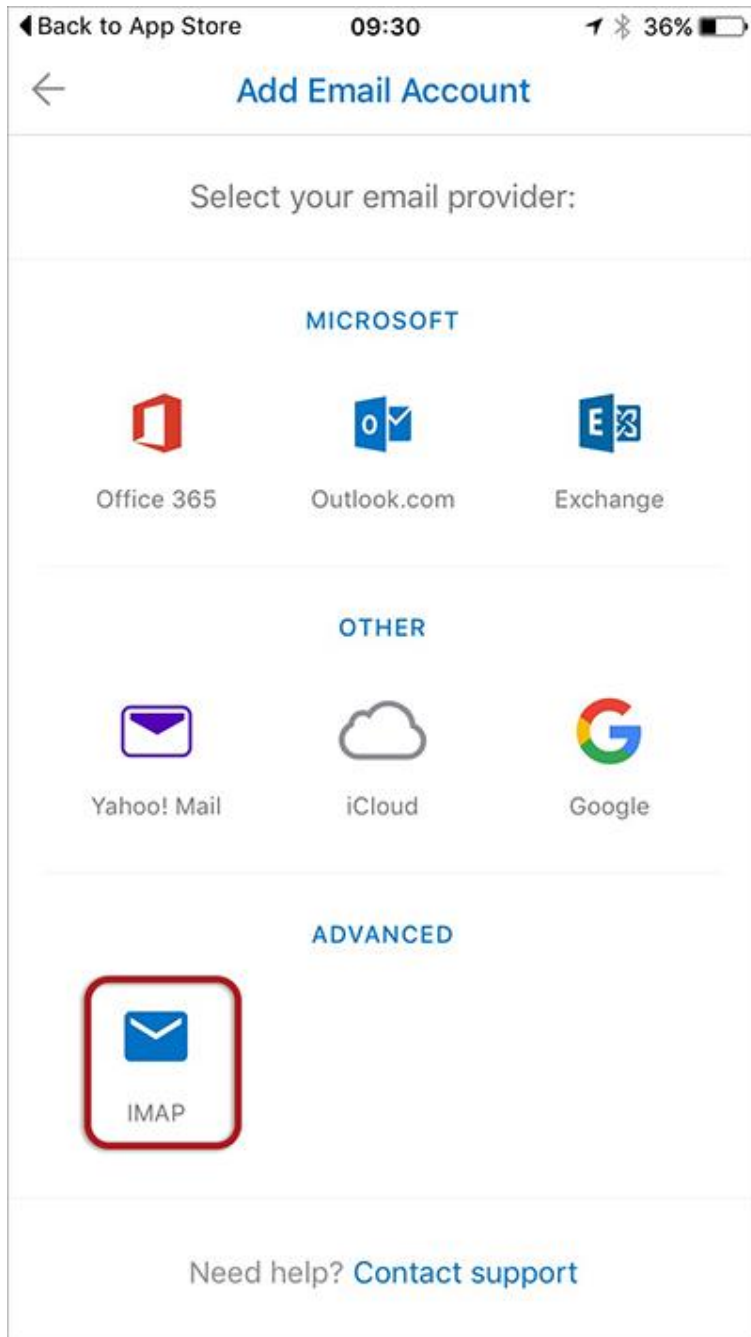*This guide takes you step-by-step through the process of setting up a new email account in the Outlook Mobile app on iOS or Android.*

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**

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)*

8. *Select the ✓ 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.*