Set up email with Outlook for iOS

Open **Outlook for iOS**. The icon looks like this:

If you don't have it yet, download it from the App Store.

Note: Available for iOS devices using **iOS 10.0** or higher.

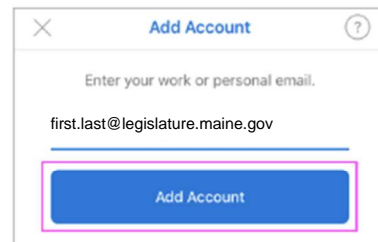Open the collapsed menu in the upper left corner.

Note: First time using Outlook for iOS? Just tap **Get Started**.

Tap **Settings** ⚙ > **Add Account** > **Add Email Account**.

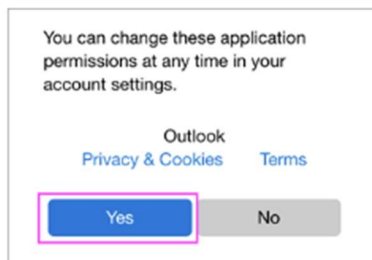Type your full email address, then tap **Add Account**.

Note: If you're prompted for more information, you may have to manually setup or use IMAP or POP.

first.last@legislature.maine.gov

Enter your email account password and tap **Sign In**.

first.last@legislature.maine.gov

Enter password

Password

Forgot my password

Sign in with another account

Sign in

Tap **Yes** or **Allow** to give Outlook permission to sync calendar, contacts, etc.

You can change these application permissions at any time in your account settings.

Outlook
Privacy & Cookies   Terms

Yes   No

Swipe through the intro and you're now ready to use Outlook for iOS!