

Setting up Outlook (Office 365)

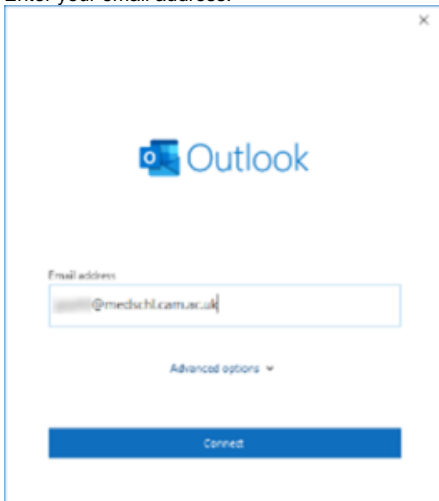
Introduction

This page guides you on how to configure Outlook on your new Remotely Managed Device.

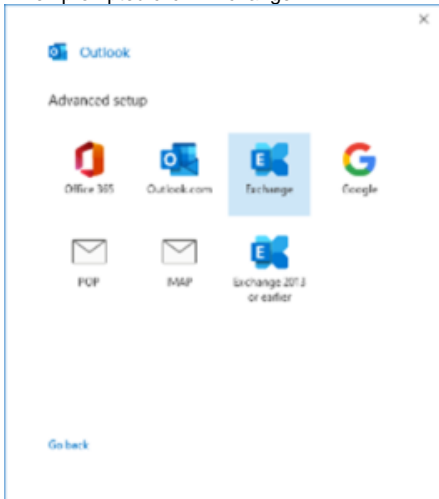
Instructions

How to setup Outlook with Office 365 installed:

1. Open the Outlook app.
2. Enter your email address:

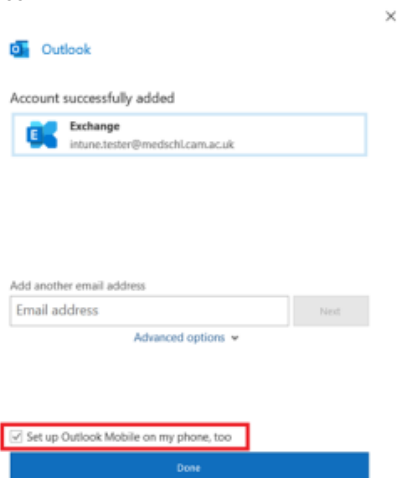


3. Click "Connect"
4. When prompted click "Exchange":

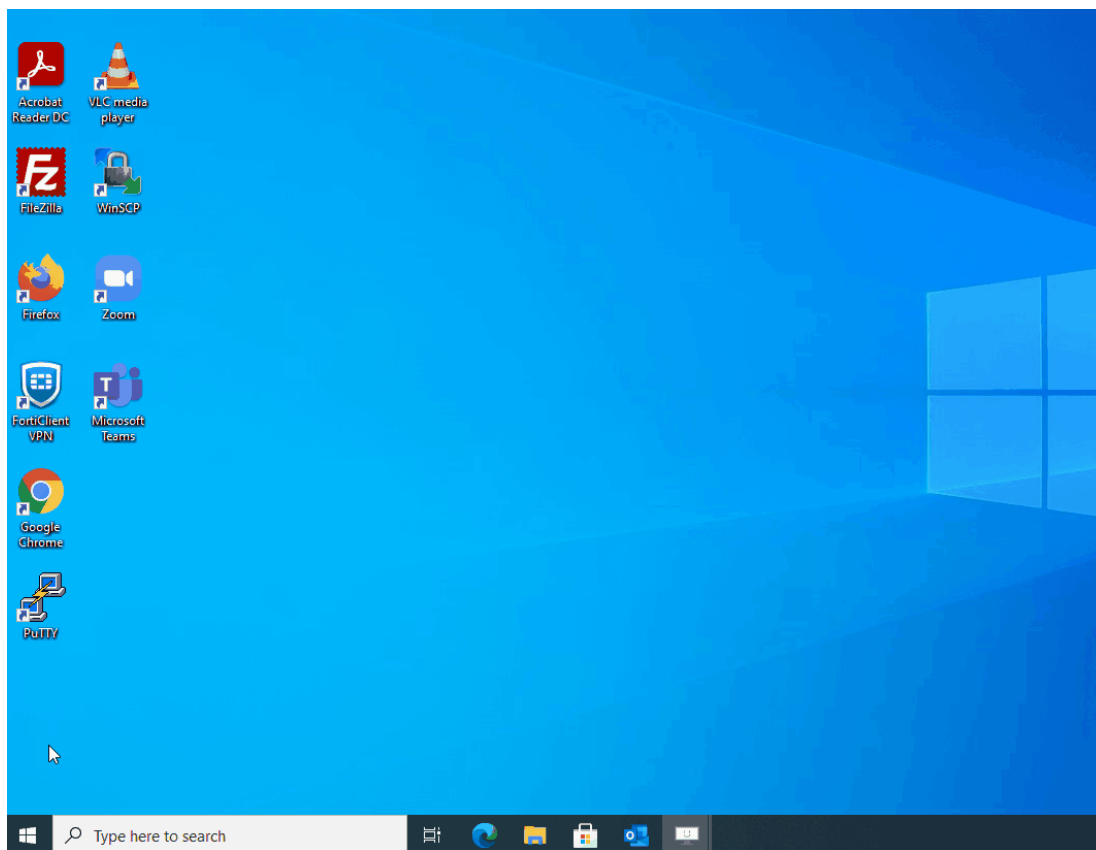


5. Enter your password in the "Windows Security" dialogue box that appears and click OK.

6. You should now receive a prompt that your email has been added, un-tick the box "Set up Outlook on my phone" and click Done to launch Outlook:



7. Outlook should launch, and your mailbox will start to download - please note it may take some time, depending on the size of the mailbox & folders.



Additional Links

If you need to add an additional mailbox to your Outlook once set up please follow our guide on [Adding a mailbox to Outlook](#).

For instructions on how to configure your Signature in Outlook please see our guide [Creating a Signature in Outlook](#)