

Office 365, Email, Configuring the Outlook App for Android and iOS

The Outlook app is the recommended way to use Office 365 on your iOS device or Android device. This document will guide you through configuring the Outlook app on your device.

Important: This application uses Illinois NetID Login system to authenticate you into Office 365. This is similar to all other Illinois applications which use NetID Login to authenticate.

Download/Install Outlook

For Apple devices, [download/install from the App Store](#). If you have an Android go to the [Google Apps Store](#).

Configuring the Outlook app for first time users

1. Once you have installed the Outlook app, open it.
2. You will be brought to a welcome screen. Tap **Get Started**.

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Outlook

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Get Started

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3. On the 'Get Notified' screen, you have the option to turn on or off app notifications. This is up to your preference.
4. On the 'Add Account' screen, enter the email address of the account you are configuring:
 - For individual account (e.g. netid@illinois.edu), enter:
 - **netid**@illinois.edu (or netid@uillinois.edu)
5. Click **Add Account**.
6. Enter your Campus Password on the sts.illinois.edu Office 365 sign in page and select Sign In.
7. If you have 2FA, select your preferred second authentication step.
8. Your account will be added to the Outlook app.
9. You will be prompted to add another account right away if you wish to do so. Tap **Let's Do It!** to configure another account, or tap **Maybe Later** to wait.

You will be directed to a brief tutorial about Focused Inbox, Calendar, and Search in the Outlook app. You may select to skip the tutorial.

Adding Another Account

1. Start the Outlook app.
 2. At the top left, select the menu icon, tap **Settings**.
 3. In the settings screen, tap **Add Account** from underneath the 'Accounts' section.
 4. Select the account type you want to add: **Email** or **Storage**.
 5. Go to step 3 within the [Configuring the Outlook app for first time users](#) section above to complete the configuration process.
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Removing an account

1. Start the Outlook app.
2. At the top left, select the menu icon, tap **Settings**.
3. Tap the account you would like to remove/delete.
4. A new window will appear. Tap **Delete Account**.
5. A small menu will appear, tap **Delete**.
6. Fully quit the application.