

@aberdeen email – Outlook app for iOS devices

We recommend using Microsoft Outlook to connect to your @aberdeen email. This guide will show you how to set up the **Outlook app** on your iOS device¹.



Download Outlook for iOS

1. Download the official [Microsoft Outlook – Email and Calendar app](#) from the Apple App store.
2. Open the Outlook app.



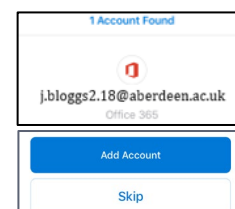
If you have never used this app before tap **Get Started** and follow instructions below. If you *already* have accounts listed in the Outlook app: Click on the Cog (Settings) Tap **Add Email Account** and again choose **Add Email Account**.



Already configured your iOS device’s ‘Mail’ to see your @aberdeen email account?

If you have already configured your iOS **Mail** app to see Exchange and your @aberdeen email account, Outlook will locate your @aberdeen account as soon as you open the app.

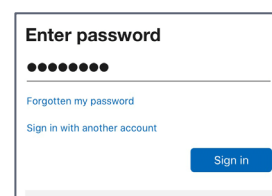
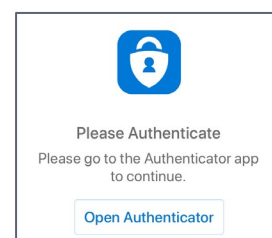
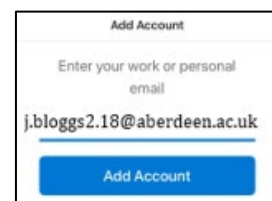
1. Tap **Add Account**
2. Tap **Maybe Later** if you do not intend to add another account.
3. Swipe to read through any intro screens, or **Skip**
4. You’ll see your **Inbox**



Never configured your iOS device’s ‘Mail’ to see your @aberdeen email account?

If you have *never* configured your iOS Mail app to see Exchange before:

1. Enter your @aberdeen **email address**, e.g. j.bloggs2.18@aberdeen.ac.uk
2. Tap **Add Account**
3. You will be prompted to **Open Authenticator**
4. When prompted, type in your **password** and then tap **Sign in**

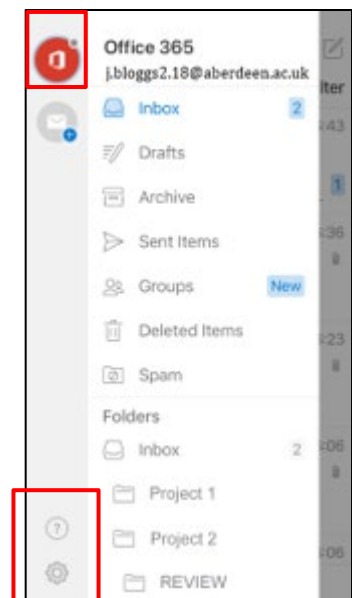


¹ The screenshots in this guide were captured on an iPhone 8 running iOS 13.6.1 The appearance of different versions of iOS can vary so use these steps as a guide or consult Apple’s help for your particular device. In addition, Microsoft periodically updates the app, so screens and prompts may vary over time.

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5. If your account has been enabled for Multi Factor Authentication (MFA) you will be asked to **authenticate** using whatever means you have set up, e.g. prompted to Approve the sign in request or respond to a text or call.
 6. Tap **Maybe Later** if you do not intend to add another account.
 7. Enable Notifications if you wish, and allow Outlook notification if you wish.
 8. You'll see your **Inbox**

Using Outlook for iOS

1. Switch app views by tapping the **Mail, Search, and Calendar** icons (bottom of screen) as appropriate.
2. To view other mail **Folders**, in Mail view, tap the menu – top left.
3. To access **Settings** and **Help**, in Mail view, first tap the menu – top left, then tap the appropriate icon – bottom left.



Further information and help

Use MyIT to report an issue with the IT Service Desk: <https://myit.abdn.ac.uk>