

SLIPPERY ROCK UNIVERSITY

SMARTPHONE SETUP using Outlook Mobile app

Set up email on an iPhone

1. On an iPhone, go to the App Store, search for Outlook, and install the Outlook app.
2. Sign in with your Apple ID, if prompted.
3. Open the app, tap Get Started, and choose to allow notifications.
4. On the Add Account page, enter your SRU email address and tap Add Account.
5. Enter your SRU password, and tap Sign in.
6. Authenticate your SRU account using your preferred multi factor authentication method.
7. Optionally, you can add more accounts, or tap Maybe Later.
8. After swiping through the guided tour, you will see your email, calendar, and contacts in the Outlook mobile app.

Set up email on an Android Phone

1. On an Android phone, go to the Play Store, search for Outlook, and install the Outlook app.
2. Open the app and tap Get Started.
3. Enter your SRU email address and password, and tap Sign in.
4. Authenticate your SRU account using your preferred multi factor authentication method.
5. Optionally, you can add more accounts, or tap Skip.
6. After swiping through the guided tour, you will see your email, calendar, and contacts in the Outlook mobile app.