

## Set up the Outlook mobile app on an iPhone or iPad

You can set up the Outlook mobile app on your iOS device to access your email, calendar, and contacts. The app works with Office 365, Microsoft Exchange, Outlook.com, Google, Yahoo! Mail, iCloud, and IMAP mail accounts. The instructions below will show you how to set up your Office 365 Exchange Online mailbox on your mobile device.

To use Outlook for iOS, your device needs to run iOS 8.0 or higher. If the app is incompatible with your iOS device, use the [built in Mail iOS app](#).

### To set up the Outlook for iOS app for Office 365 email

Use these steps if your iPhone or iPad is running iOS 8.0 or higher. To see a video of the setup steps, [click here](#).

On your iOS device, select on the **App Store icon** . Type **Microsoft Outlook** in the search box to find the Outlook for iOS app.

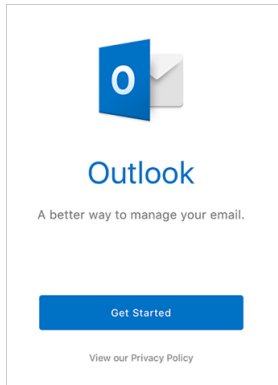
1. Select the **Microsoft Outlook** app in the search results, select **Get**, and then select **Install**.



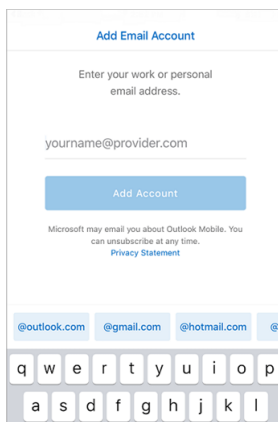
2. Sign in with your Apple ID, or create an Apple ID if you don't have one.
3. After the app is installed, select Open.



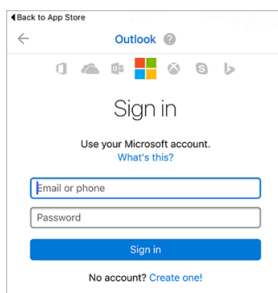
- Select **Get Started** on the home screen.



- On the **Get Notified** screen, select the options (email, calendar invitations, etc.) in which you would like to be notified.
- On the **Add Email Account** screen, enter your Office 365 email address and select **Add Account**.



- The Outlook app will detect if your account is hosted by Office 365. On the Office 365 sign-in screen, sign in to your mailbox.
- On the **Sign in** screen, type your UN email address and Unite Identity password and select **Sign in**.



- On the screen requesting access to device information, select one of the options provided.
- On the **Add Another Account** screen, select one of the options provided.

11. Review the screens that describe the Focused Inbox, Calendar, and Attach Files features.


Your mailbox is now set up, and emails will start to sync to your iOS device.

If you are unsuccessful with the sign-in process, please visit the FAQ's section on the [Office 365 mobile apps for business](#) page.

## Set up the Word mobile app on an iOS device

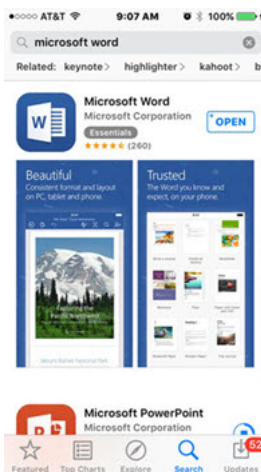
Create, edit, and save Word files almost anywhere with the Office mobile apps for iOS devices.

If you have a qualifying Office 365 plan and you sign in to the app with the Microsoft account or work or school account that's associated with your Office 365 subscription, you'll have access to the app's extra features as well as other Office 365 apps for iOS.

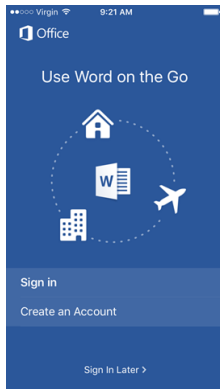
1. Open the **App Store** .
2. Enter the name of the app you want in the search box, and then select **Search**.
3. Select the **Microsoft Word** app in the search results, select **Get**, and then select **Install**.



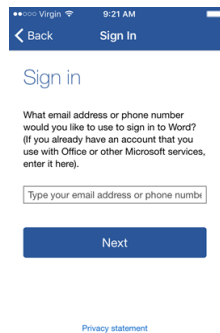
4. Sign in with your Apple ID, or create an Apple ID if you don't have one.
5. After the app is installed, select **Open**.



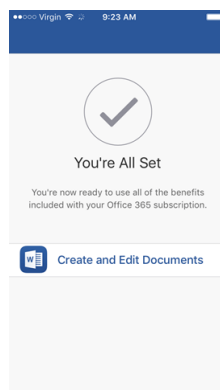
6. Select **Sign in** on the home screen.



7. On the **Sign in** screen, enter your UN email address and select **Next**.



8. Enter your Unite Identity password and select **Sign in**.
9. On the **You're all set** screen, select **Create and Edit Documents**.




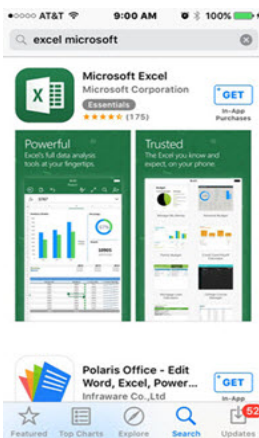
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## Set up the Excel mobile app on an iOS device

Create, edit, and save Excel files almost anywhere with the Office mobile apps for iOS devices.

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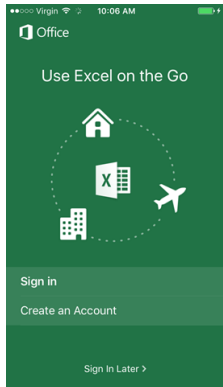
1. Open the **App Store** .
2. Enter the name of the app you want in the search box, and then select **Search**.
3. Select the **Microsoft Excel** app in the search results, select **Get**, and then select **Install**.



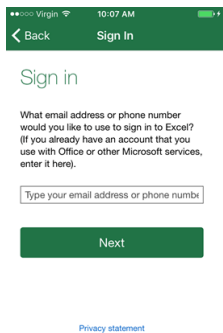
4. Sign in with your Apple ID, or create an Apple ID if you don't have one.
5. After the app is installed, select Open.



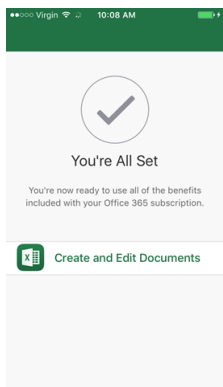
6. Select **Sign in** on the home screen.



7. On the **Sign in** screen, enter your UN email address and select **Next**.



8. Enter your Unite Identity password and select **Sign in**.
9. On the **You're all set** screen, select **Create and Edit Documents**.




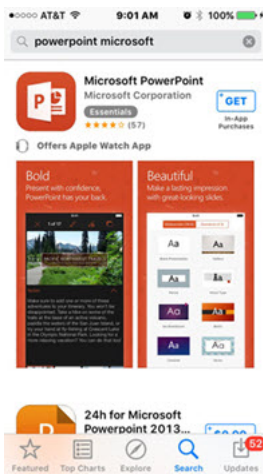
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## Set up the PowerPoint mobile app on an iPhone or iPad

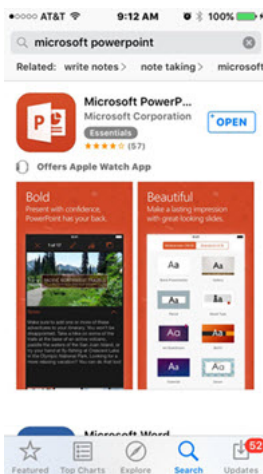
Create, edit, and save PowerPoint files almost anywhere with the Office mobile apps for iOS devices.

If you have a qualifying Office 365 plan and you sign in to the app with the Microsoft account or work or school account that's associated with your Office 365 subscription, you'll have access to the app's extra features as well as other Office 365 apps for iOS.

1. Open the **App Store** .
2. Enter the name of the app you want in the search box and then select **Search**.
3. Select the **Microsoft PowerPoint** app in the search results, select **Get**, and then select **Install**.

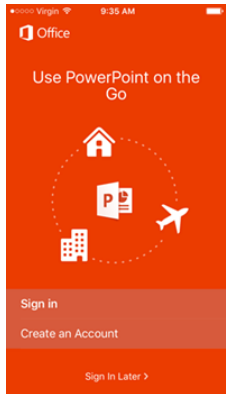


4. Sign in with your Apple ID, or create an Apple ID if you don't have one.
5. After the app is installed, select **Open**.

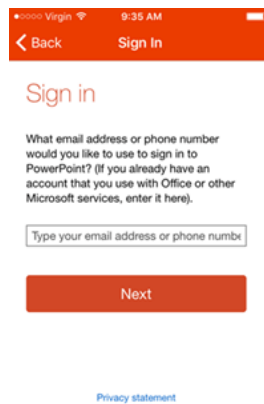




6. Select **Sign in** on the home screen.

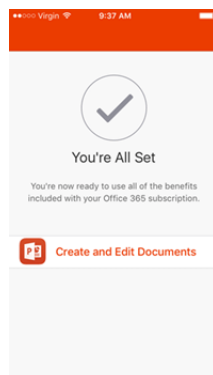


7. On the **Sign in** screen, enter your UN email address and select **Next**.



8. Enter your Unite Identity password and select **Sign in**.

9. On the **You're all set** screen, select **Create and Edit Documents**.



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