HOW TO ADD OUTLOOK to your PHONE
(Page 1 for Apple Device / Page 2 for Android Device)

Setting up the **Outlook 365 app** on your **iPhone**:

1. **Download Outlook for iOS**:
   - Open the **App Store** on your iPhone.
   - Search for **Outlook** and download the app (icon shown above).
2. **Initial Setup**:
   - If it's your **first-time** using Outlook for iOS:
     - Enter your **full MAYFIELD email address** and tap **"Add Account."**
   - If you've used Outlook before:
     - Open the **Menu** (usually represented by three horizontal lines) and go to **Settings**.
     - Tap **"Add Account"** and then **"Add Email Account."**
3. **Sign In**:
   - Enter your **Office 365 Mayfield email address** and your **password**.
   - Verify your identity for the **multi-factor authentication**.
4. **Permissions and Features**:
   - Accept any prompts for **permissions** you may receive.
   - Swipe through the introductory features.
5. You're now ready to use **Outlook for iOS**!

Option 2: Setting Up Email in the Mail App (slightly different view)

1. **Open Settings**:
   - Go to your iPhone or iPad's **Settings**.
   - Scroll down and select **Mail**.
2. **Add Account**:
   - Tap **Accounts & Passwords**.
   - Select **Add Account**.
   - Choose **Microsoft Exchange**.
3. **Enter Details**:
   - Enter your **Microsoft 365 email address** and a **short description** (such as your company's name or email type).
   - Tap **Next**.
4. **Sign In**:
   - Enter your **Mayfield email password**.
   - Tap **Sign In**.
   - Verify your identity for the **multi-factor authentication** if asked.
5. **Permissions and Sync**:
   - The Mail app may request certain **permissions**. Tap **Accept**.
   - Choose the services you want to **sync** with your iOS device (Mail, Contacts, Calendar, Reminders, and Notes).
   - Tap **Save**.

You're all set! Your Microsoft 365 email will now be accessible through the **Mail app** on your iPhone.

HOW TO ADD OUTLOOK to your PHONE
(Page 1 for Apple Device / Page 2 for Android Device)

Adding your **Outlook 365** email to your **Android phone**:

Option 1: Using the Outlook App

1. **Download and Install the Outlook App**:
    - Open the **Google Play Store** on your Android device.
    - Search for **"Microsoft Outlook"** and install the app (icon shown above).
    - Once installed, open the app.
2. **Initial Setup**:
    - If this is your **first time**, tap **"Get Started"** and enter your **Mayfield email address**.
    - If you've used Outlook before, open the **Menu** (usually represented by three horizontal lines) and go to **Settings**.
    - Tap **"Add Account"** and then **"Add Email Account"**.
3. **Sign In**:
    - Enter your **Microsoft 365 Mayfield email address** and your **password**.
    - If **multi-factor authentication** is enabled, verify your identity.
4. **Permissions and Features**:
    - Accept any prompts for **permissions** you may receive.
    - Swipe through the introductory features.
5. You're all set! Your **Outlook 365 email** will now be accessible through the **Outlook app** on your Android phone.

Option 2: Setting Up Email in the Mail App (slightly different view)

1. **Open Settings**:
    - Go to your Android device's **Settings**.
    - Scroll down and select **"Passwords & accounts"** (may be called **"Accounts"** or **"Users & accounts"**).
2. **Add Account**:
    - Tap **"Add account"** and choose **"Exchange"**.
    - Enter your **Microsoft 365 Mayfield email address** and a **short description** (e.g., your company's name).
    - Tap **"Next"**.
3. **Sign In**:
    - Enter your **Mayfield email password**.
    - Tap **"Sign In"**.
4. **Permissions and Sync**:
    - The Mail app may request certain **permissions**. Tap **"Accept"**.
    - Choose the services you want to **sync** with your Android device (Mail, Contacts, Calendar, Reminders, and Notes).
    - Tap **"Save"**.

You're all set! Your **Outlook 365 email** will now be accessible the **Mail app** on your Android phone.