

Set up email in Outlook for iOS mobile app

Outlook for Office 365 Outlook for Office 365 for Mac Outlook 2019 Outlook 2016 More...

This article is for setting up your email account only! If you're having trouble using the Outlook for iOS app, [Open an in-app Outlook support ticket](#).

If you have a work or school account that uses Office 365 for business or Exchange-based accounts, there may be additional requirements set by your IT admin. For example, if you have a company-managed device, an on-premises Exchange server configured for basic authentication, or your company requires mobile app management for app protection. See the section [Set up work or school accounts that have additional requirements](#) below for specific instructions.

1

Note: If you have a work account that requires the **Intune Company Portal** app, install it from the App Store before setting up Outlook for iOS. Your IT admin may or may not also require you to [Enroll your iOS device in Intune](#).

Download Outlook for iOS from the [iOS App Store](#) and then open it. The icon looks like this:



Note: See system requirements for your iOS devices [here](#).

2

If it's your first time using Outlook for iOS, enter your full email address, then tap **Add Account**.

If not, open the **Menu** > tap **Settings**  > **Add Account** > **Add Email Account**.

A screenshot of the 'Add Account' screen in the Outlook for iOS app. The screen has a white background with a blue header bar containing a close button (X), the text 'Add Account', and a help icon (?). Below the header, the text 'Enter your work or personal email.' is displayed. A text input field contains the placeholder 'yourname@yourdomain.com'. Below the input field is a blue button with the text 'Add Account', which is highlighted with a pink rectangular border.

3

If you're asked to select your email provider, please contact your IT admin for support as there may be a misconfiguration.

You can also [set up your email account manually](#) or use IMAP/POP.

4

Enter your email account password and tap **Sign In**.

Note: The sign in screen may look different for you depending on your email provider.



Microsoft

yourname@yourdomain.com

Enter password

Password

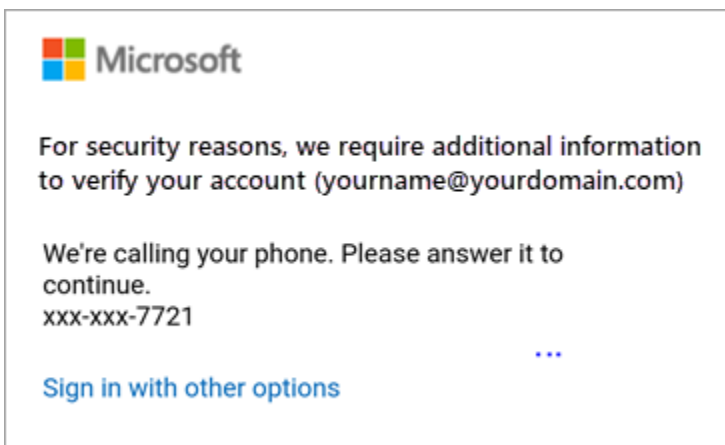
[Forgot my password](#)

[Sign in with another account](#)

Sign in

5

If multi-factor authentication is enabled, verify your identity. For more information, see [Security info overview](#).



Microsoft

For security reasons, we require additional information to verify your account (yourname@yourdomain.com)

We're calling your phone. Please answer it to continue.
xxx-xxx-7721

[Sign in with other options](#) ...

Accept any prompts for permission you may receive.

Swipe through the features and you're now ready to use Outlook for iOS!

Set up work or school accounts that have additional requirements

Some work and school accounts have additional security requirements before you can use Outlook for iOS. If you're not sure which of these situations applies to your work or school account, talk to your Office 365 admin.