Set up email in Outlook for iOS mobile app

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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:
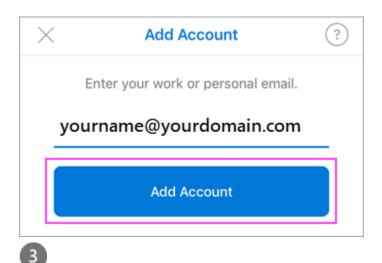

Note: See system requirements for your iOS devices [here](#).

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**.

3

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

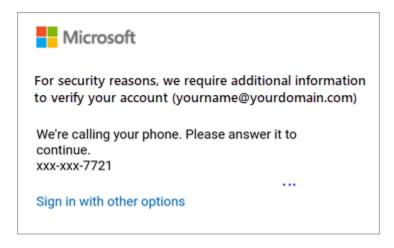You can also [set up your email account manually](#) or use IMAP/POP.

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.

5

If multi-factor authentication is enabled, verify your identity. For more information, see Security info overview.

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.