How to Configure the iOS Outlook App for UA Email (for phones & tablets)

The Microsoft Outlook app is the recommended way to access your UA email and calendar on an iOS device.
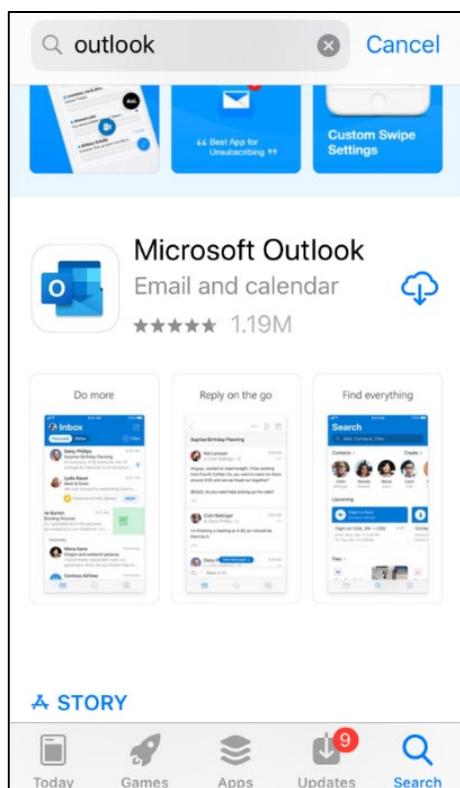
You can set up the Outlook mobile app on your iOS device to access your email, calendar, and contacts. The instructions below will show you how to set up your UA Exchange mailbox on your mobile device.

To use Outlook for iOS, your device needs to run iOS 11.0 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 UA Exchange email

Use these steps if your iPhone or iPad is running iOS 11.0 or higher.

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

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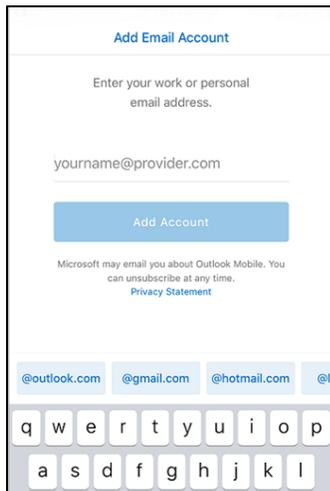

3.   You may be required to Sign in with your Apple ID to install the app.
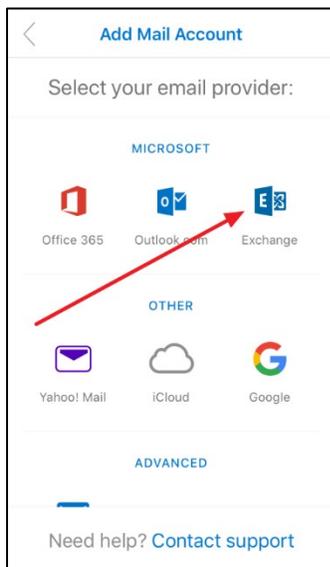
4.   After the app is installed, select Open.
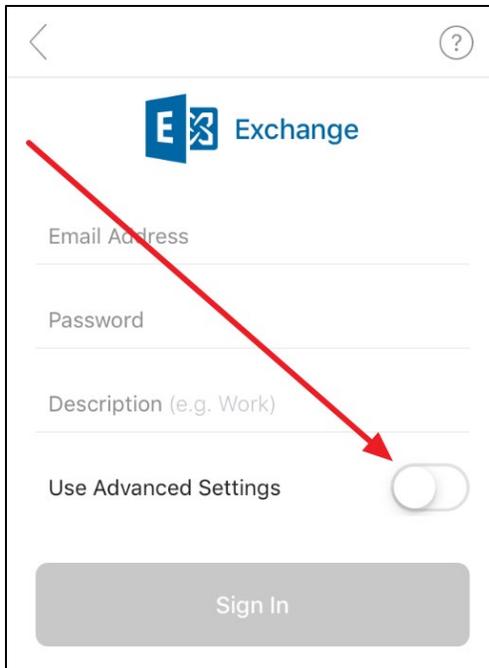

5.   On the **Add Account** screen, enter your UA email address and select **Add Account**.
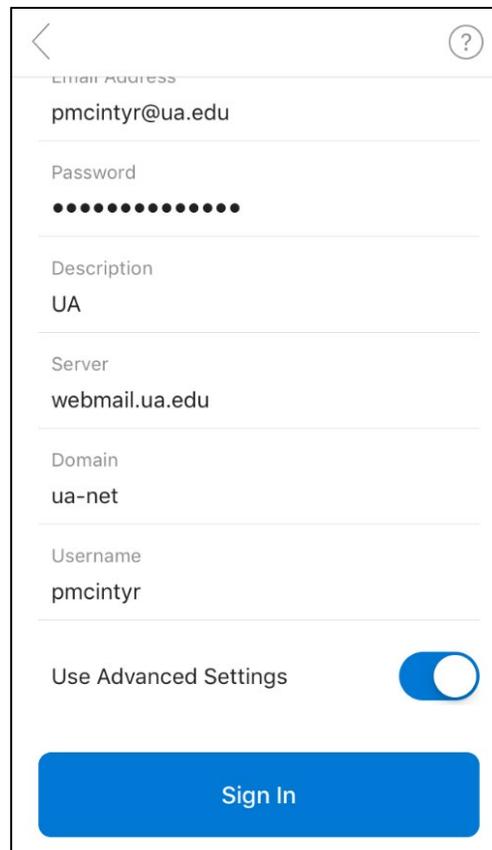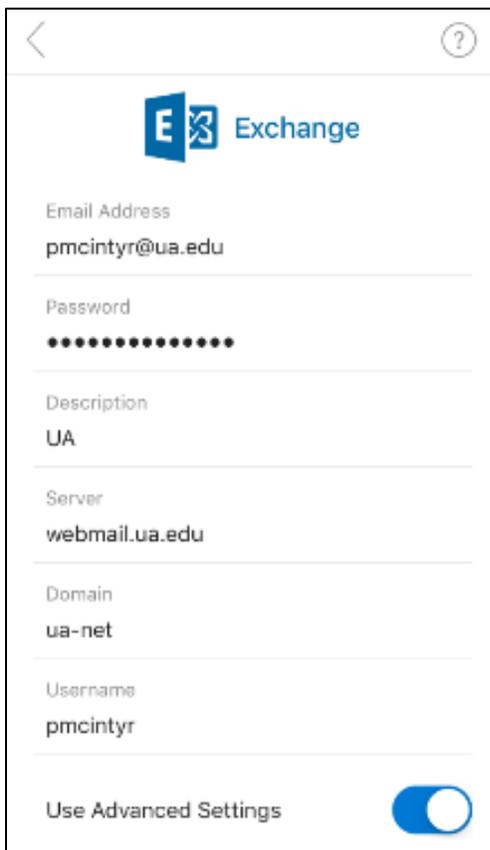

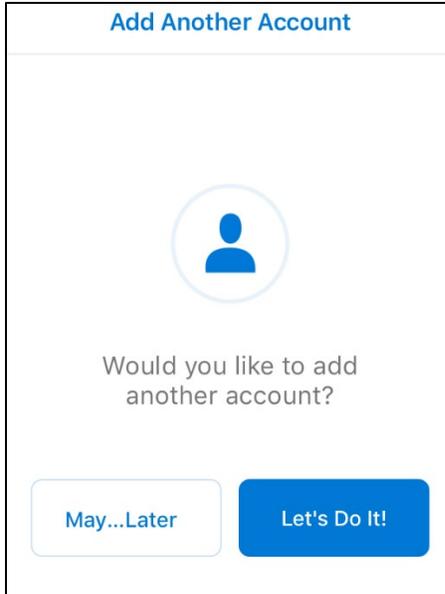6.   If required, please choose Exchange as the email provider:

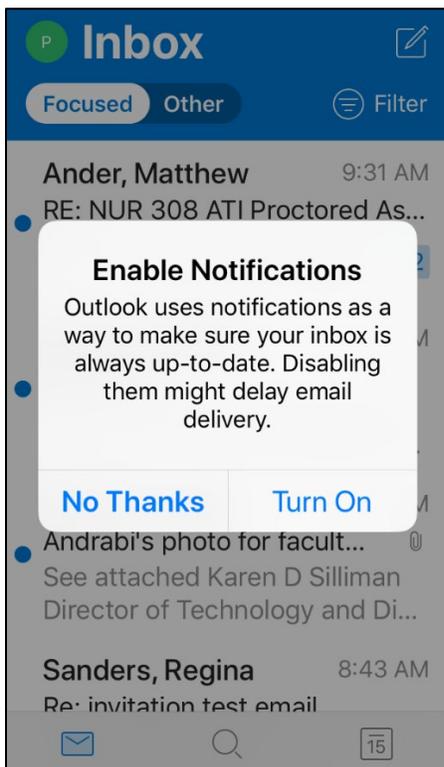7. Tap the "Advance Settings" switch to view the next screen.

8. Enter your **full email address** under Email Address, your **myBama password** under Password, **UA** under Description, **webmail.ua.edu** under Server, **ua-net** under Domain, and your **myBama username** under Username. When finished, tap the **Sign In** button at the bottom of the screen.

9.	On the **Add Another Account** screen, select **Maybe Later**.

10.	If you receive an alert to **Enable Notifications** or Enable Alerts, answer as you prefer.

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.
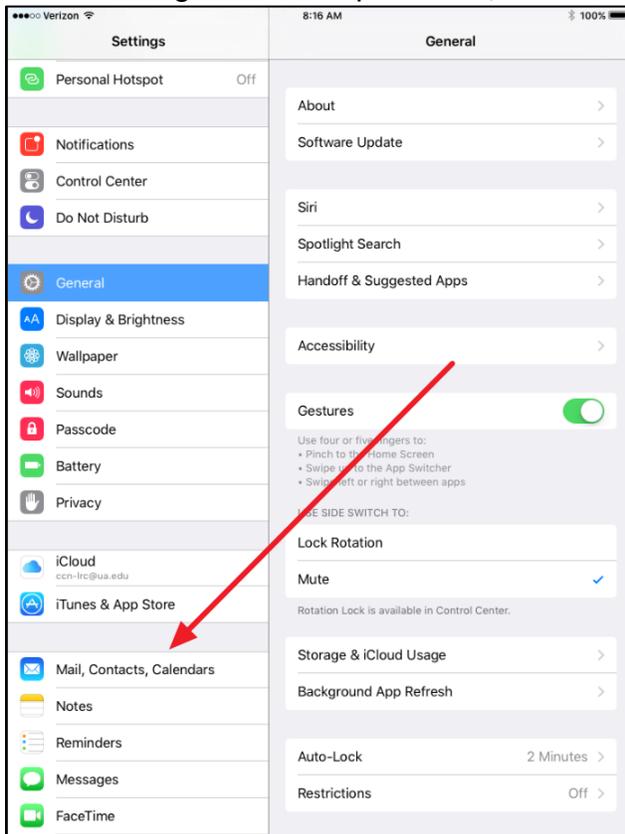
ONLY DO THE FOLLOWING IF YOU PREVIOUSLY RECEIVED YOUR UA EMAIL IN THE iOS NATIVE EMAIL APP.

Now that you've installed and configured the Microsoft Outlook app on your iOS device, you should now be receiving your UA email and have access to your UA personal calendar in that app. So, you won't need the same access via the native email and calendar apps on your device. Perform the following steps to remove your UA email and calendar from the native apps on your phone.
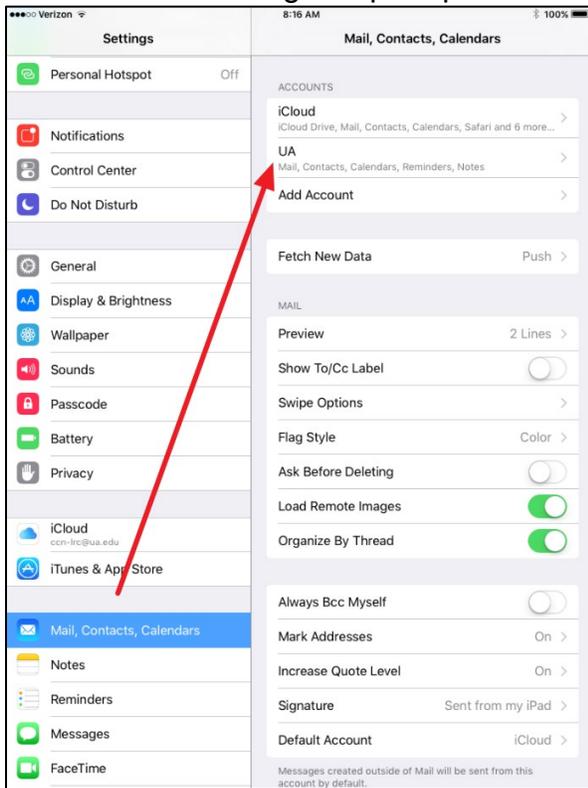
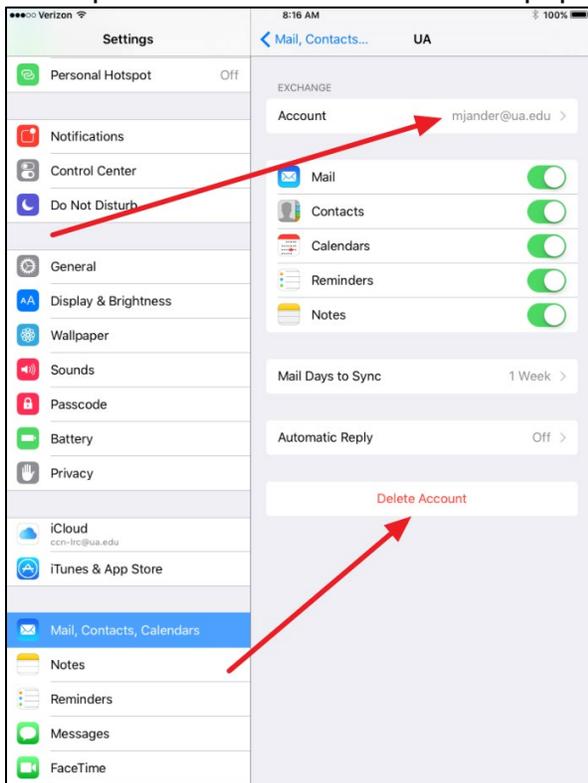1. Tap on the **Settings** icon

2. In the Settings screen, tap on **Mail, Contacts, Calendars**

3. In the Mail, Contacts, Calendars screen, look for an account titled **UA** or whatever you may have named it during setup. Tap on that account.

4. Verify that the email address is your UA email address. Then, tap the "**Delete Account**" button and tap "**Delete**" on the confirmation popup that will appear.

5. Your UA email account has now been removed from your native iOS apps and the Microsoft Outlook app should be the only app configured to access your UA Email and personal calendar.