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

ONLY FOLLOW THESE DIRECTIONS IF YOU'VE PREVIOUSLY NEVER USED THE OUTLOOK APP ON YOUR DEVICE.

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** (Constant). 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**.



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



5. Tap Get Started to add your account.



 Enter your myBamausername@ua.edu email address and then tap Add Account. NO PASSWORD IS REQUIRED AT THIS POINT. <u>PLEASE MAKE SURE YOU'RE ENTERING</u> <u>YOUR MYBAMAUSERNAME@UA.EDU ACCOUNT</u>



7. Enter your myBama password on this screen



8. Click the "Remember me for 30 days" checkbox and choose the Duo authentication method

A ≡ Settings
Send Me a Push
Call Me
Enter a Passcode
Remember me for 30 days

9. You may see the following screen while the app logs into your account



o when logging into myBama.

10. Click the "X" to exit the settings screen and return to your inbox



11. You may see the following screen while privacy settings are synced

0	Syncing your privacy settings
A better w	ay to manage your email.
	GET STARTED

12. 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 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

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	Settings	General	
ନ୍ତ	Personal Hotspot Off		
		About	>
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C	Do Not Disturb	Siri	>
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	ccn-Irc@ua.edu	Mute	~
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	Mail, Contacts, Calendars	Storage & iCloud Usage	>
	Notes	Background App Refresh	>
8	Reminders	Auto-Lock	2 Minutes
	Messages	Pactrictions	Off \
	FaceTime	Resulctions	011.2

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.

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	Settings	Mail, Contacts, Calendars	
ବ	Personal Hotspot Off	ACCOUNTS	
2	Notifications	iCloud ICloud Drive, Mail, Contacts, Calendars, Safari and 6 more	×
2	Control Center	UA Mail, Contacts, Calendars, Reminders, Notes	Σ
c	Do Not Disturb	Add Account	>
0	General	Fetch New Data Push	×
A	Display & Brightness	MAIL	
*	Wallpaper	Preview 2 Lines	×
())	Sounds	Show To/Cc Label	
8	Passcode	Swipe Options	>
-	Battery	Flag Style Color	>
U	Privacy	Ask Before Deleting)
20	iClaud	Load Remote Images)
	ccn-tro@ua.edu	Organize By Thread	
2	Trunes & Apr Store	Always Bcc Myself	
~	Mail, Contacts, Calendars	Mark Addresses On	>
	Notes	Increase Quote Level On	>
	Reminders	Signature Sent from my iPad	×
	Messages	Default Account iCloud	5
	FaceTime	Messages created outside of Mail will be sent from this account by default.	

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.

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Notifications	
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C Do Not Disturb	Contacts
	Calendars
O General	Reminders
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Cloud ccn-lrc@ua.edu	X
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Mail, Contacts, Calendars	
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Reminders	
O Messages	
FaceTime	

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.

If after following the above steps, you have any issues, please contact the OIT Helpdesk at (205) 348-5555. Matt and Patrick are focusing on desktop support and the OIT Helpdesk will provide quick support for mobile devices.

IMPORTANT: If you can't get to your email via the Outlook app, you can gain immediate access to your email by browsing to <u>https://outlook.office365.com</u> and logging in with your <u>mybamausername@ua.edu</u> and mybama password.