# Download Outlook for Mobile Devices

Mail applications may look different across different devices. These directions may not match exactly the options you are given on your device. You may need the manufacturer's guide for your particular device.

## iPhone or iPad Users

1. Go to **Settings App > Passwords & Accounts**
2. Click the account.
3. Click **Delete** at the bottom of the screen to remove any account referencing your work email account.
4. Press **Add Account.**
5. Click **Microsoft Exchange.**
6. Enter your e-mail address and click **Next**.
7. Click **Sign-In**
8. Okta will prompt for a verification.
9. Set up Okta MFA to your preference.
10. Go back to the **Settings App** and Click **Save**.
11. You may be prompted to set a new more secure PIN for your device.

The device will configure the Exchange server address automatically. If this does not configure automatically, you will need to enter the following in the server section: *outlook.office365.com.*

## iPhone or iPad - Outlook Mobile App Users

Open the **Microsoft Outlook App.**
Click **Delete** at the bottom of the screen to remove any account referencing your work email account.
Press **Add Account**.
Enter your e-mail address and password.
Click **Sign in with Office 365**.
Okta will prompt for a verification.
Set up Okta MFA to your preference.

The device will configure the Exchange server address automatically. If this does not configure automatically you will need to enter the following in the server section: *outlook.office365.com.*

## Android Users with O365

1. Open your **Email App**.
2. Go to **Settings > Accounts**.
3. Click **Delete** to remove any account referencing your work email account.
4. Click **Add Account**
5. Click **O365/Microsoft Office 365**.
6. If you do not have this option, refer to *Android – Outlook Mobile App* directions.
7. Enter your email address and password.
8. Okta will prompt for a verification.
9. Set up Okta MFA to your preference.

The device will configure the Exchange server address automatically. If this does not configure automatically you will need to enter the following in the server section: *outlook.office365.com.*

## Android - Outlook Mobile App

Open the **Outlook App.**
Go to **Settings > Accounts**.
Click **Delete** to remove any account referencing your work email account.
Select **Add Account**.
Click **O365/Microsoft Office 365.**
Enter your email address and password.
Okta will prompt for a verification.
Set up Okta MFA to your preference.

The device will configure the Exchange server address automatically. If this does not configure automatically you will need to enter the following in the server section: *outlook.office365.com.*

If you have issues with this, please call the help desk at 212-301-1111.

Microsoft Office *Set up Office Apps and Email on a Mobile Device* provides detailed instructions on android and Apple devices.