

CELL PHONE / EMAIL SET UP



For agent use only

Email Setup instructions for Android

Set up Outlook for Android for the first time

1. Open the Outlook for Android app on your Android device.
2. Select **Add Account** to add one of your existing email accounts, or **Create New Account** if you want to create a new Microsoft account.

If you select **Add Account**, enter your email address and follow the prompts to authenticate the account.

- Outlook may detect and pre-select your email account. Tap **Continue** to add that account, or tap **Skip this account** to enter the email address of a different account, and then enter your password and follow the prompts.
- If multi-factor authentication is enabled for your email account, follow the instructions to verify the account.

Step 1: Access the Mail Settings

Begin by unlocking your iPhone and navigating to the "Settings" app. Scroll down until you locate the "Mail" option, which serves as the central hub for managing email accounts. Tap "Mail," then select "Accounts." This section displays all email accounts currently linked to your device and provides the option to add new ones. By accessing this menu, you can manage multiple accounts in one place, making sure seamless communication across platforms.

Step 2: Add a New Email Account

Within the "Accounts" menu, tap "Add Account." A list of popular email providers, such as Gmail, Yahoo, and Outlook, will appear. If your provider is listed, select it to proceed. For less common providers, tap "Other" to manually configure your account. This flexibility ensures compatibility with a wide range of email services, allowing you to connect both personal and professional accounts with ease.

Step 3: Enter Your Email Credentials

After selecting your email provider, you'll be prompted to enter your email address and password. If your account uses two-step verification, you may need to provide a verification code sent to your phone or another trusted device. To avoid interruptions, ensure you have this information readily available. For accounts requiring manual setup, you may need to input additional details, such as the incoming and outgoing mail server settings, which can typically be found on your email provider's website.

Step 4: Configure Email Synchronization

Once your credentials are verified, you'll be asked to select which apps to sync with your email account. Common synchronization options include:

- **Mail:** Enables sending and receiving emails directly through the Mail app.
- **Contacts:** Syncs your email contacts with your iPhone, making them accessible in the Contacts app.
- **Calendars:** Integrates your email calendar with the iPhone's Calendar app for better scheduling.
- **Notes:** Links your email account to the Notes app, allowing you to save and access notes across devices.

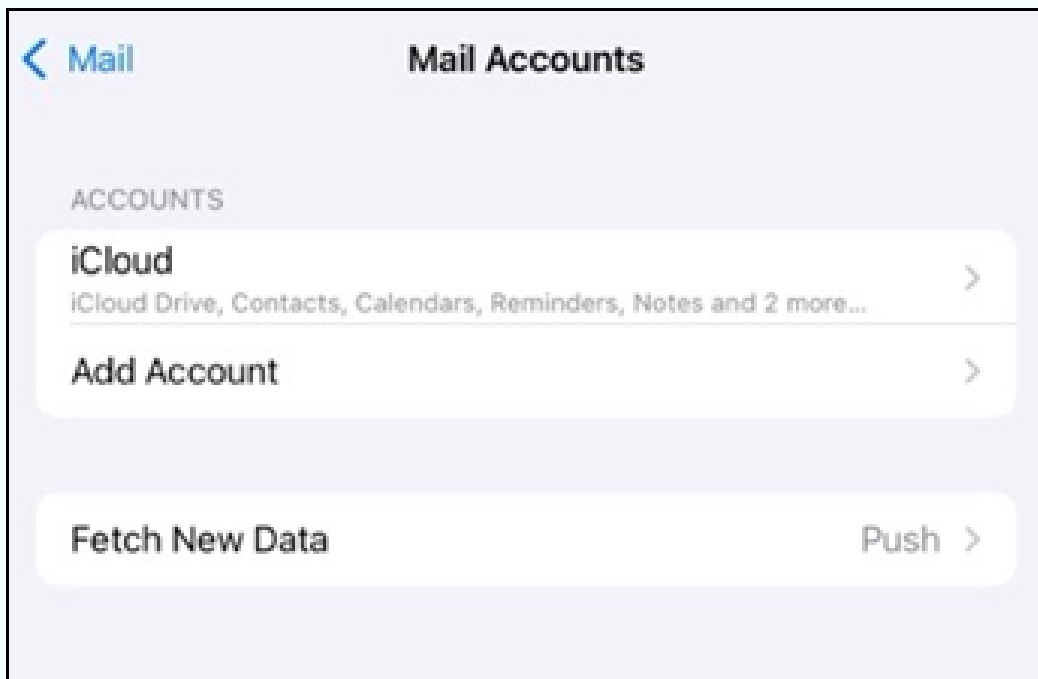
Select the options that align with your needs. These settings determine how your email account interacts with other features on your iPhone, making sure a seamless user experience.

Step 5: Finalize the Setup

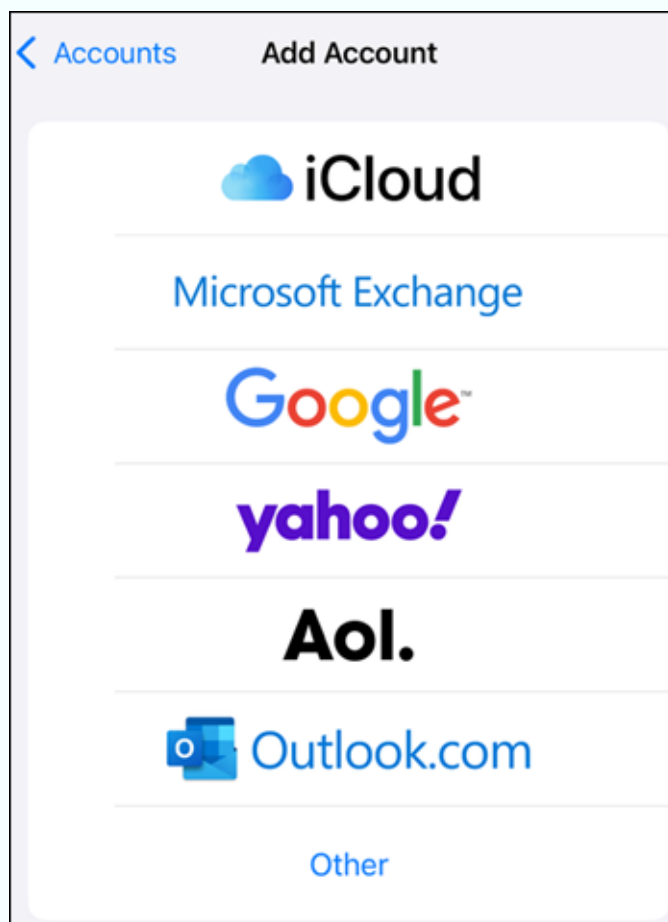
After configuring your synchronization preferences, tap "Save" to complete the setup process. Your iPhone will automatically configure the necessary settings and sync your email account with the selected apps. Once the setup is complete, you can access your email directly through the Mail app. This streamlined process ensures that your messages, contacts, and calendars are readily available, keeping you connected and organized.

Email Setup instructions for Iphone

1. Go to your iPhone or iPad's Settings > scroll down and tap Apps > Mail > Mail Accounts > Add Account.



2. Select Microsoft Exchange.



3. Enter your Microsoft 365, Exchange, or Outlook email address and a description of your account. Tap Next.

Cancel	Exchange	Next
Email	TRoussel@contoso.com	
Description	Exchange	

**Sign in to your
"contoso_team.onmi-
crosoft.com" Exchange
account using Microsoft?**

Your email address will be sent to
Microsoft to discover your Exchange
account information.

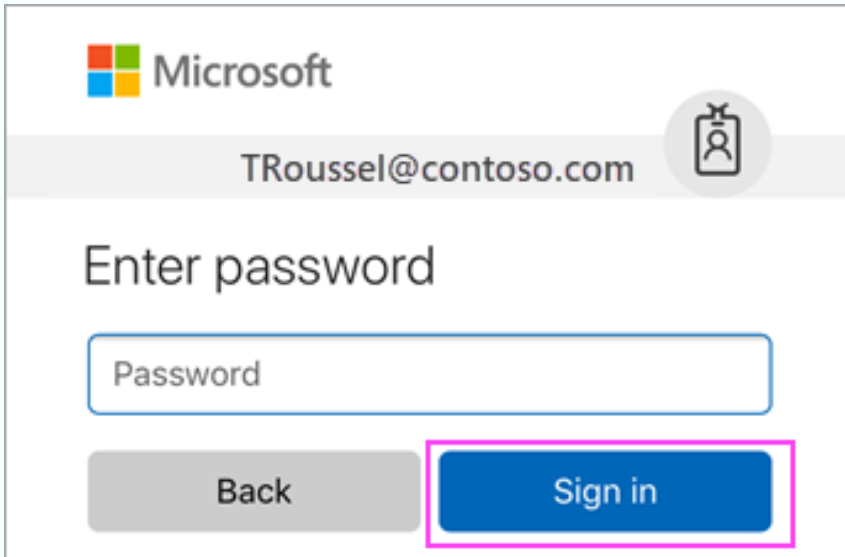
[Configure Manually](#)

[Sign In](#)

Note: Tap Configure manually if you need to enter server settings.

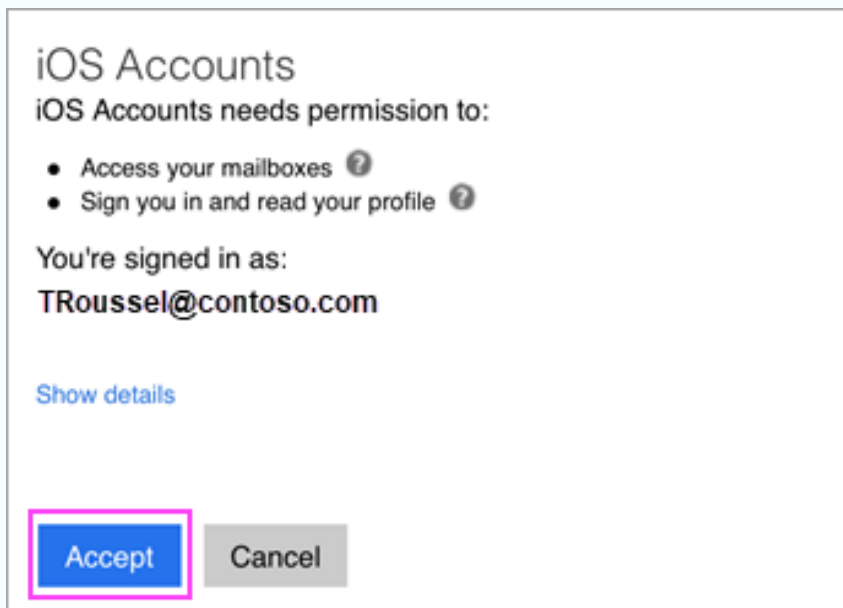
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4. Enter the password associated with your email account. Tap Sign in or Next.



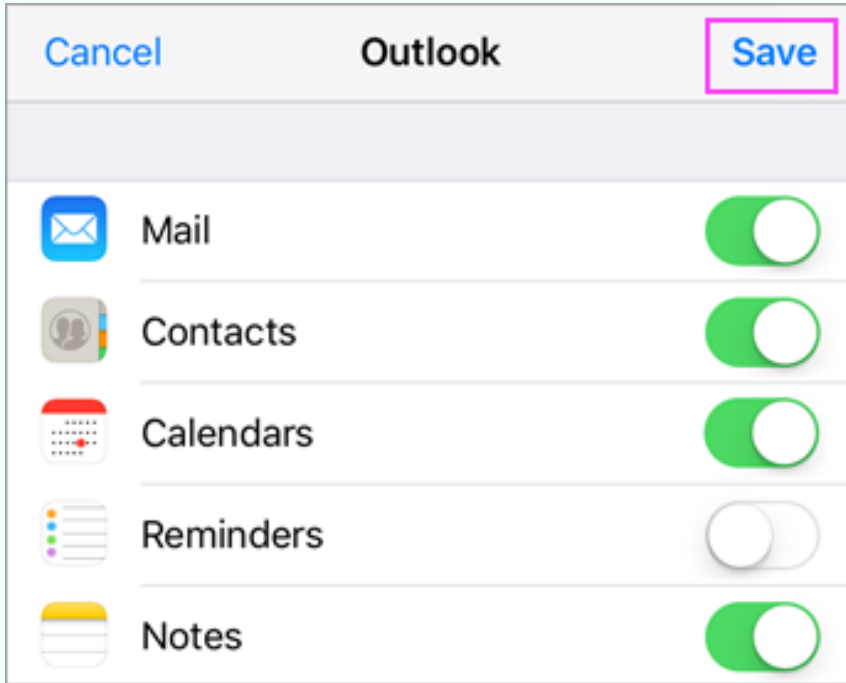
The image shows a Microsoft login screen. At the top left is the Microsoft logo. To its right is the text "Microsoft". Below this, the email address "TRoussel@contoso.com" is displayed next to a user icon. The main heading is "Enter password". Below this is a password input field with the placeholder text "Password". At the bottom are two buttons: a grey "Back" button and a blue "Sign in" button. The "Sign in" button is highlighted with a pink rectangular border.

5. The Mail app may request certain permissions. Tap Accept.



The image shows an "iOS Accounts" permission screen. The title is "iOS Accounts". Below it, the text "iOS Accounts needs permission to:" is followed by a list of permissions: "Access your mailboxes" and "Sign you in and read your profile". Each item has a question mark icon. Below the list, it says "You're signed in as:" followed by the email address "TRoussel@contoso.com". There is a link "Show details" below the email address. At the bottom are two buttons: a blue "Accept" button and a grey "Cancel" button. The "Accept" button is highlighted with a pink rectangular border.

6. Choose the services you want to sync with your iOS device and tap Save. You're done!



	Cancel	Outlook	Save
	Mail		☒
	Contacts		☒
	Calendars		☒
	Reminders		☐
	Notes		☒