Setting Up the Outlook App for iOS 9.x

NOTE: As of August 22, 2018, if you have a version of the iOS that is less than 11.x, you will not be able to use the built-in Mail application. You must access your email via a web browser, or download the Outlook app from the Apple App Store. If your iOS version is iOS 9.x or lower, you will get a prompt saying *"Download an older version of this app? The current version requires iOS10.0 or later, but you can download the last compatible version."* Click the **Download** button.

For assistance with this procedure, Faculty and Staff should contact the IT Service center at 508-999-8790 or email itscenter@umassd.edu, and Students should contact the student Help Desk at 508-999-8884, email itstudentcenter@umassd.edu, or visit the Library first floor Help Desk.

This help document is for the latest compatible version of Outlook for iOS 9.X. The version number is 2.48.0

1. Visit the App Store, and download Outlook onto your device.
2. Open Outlook app.
3. Click **Get Started**.
4. **Get Notified** appears. Choose **Notify Me** if you want to get notifications of all email and calendar events. If not, choose **No Thanks**.
5. Click **OK** to allow notifications if you chose **Notify Me** previously.
6. Choose **Sign in with Office 365**.
7. The UMassD Single Sign On page opens. Enter your Username and Password, and then click **Login**. Reminder: do not include @umassd.edu in the Username.

   NOTE: The UMassD Single Sign On page where you enter Username and Password is mostly in white. This is the same screen as the UMassD Single Sign On page from the desktop version, but it appears in white because the Safari browser included with iOS9 is outdated.
8. When prompted to Add Another Account, click the **Maybe Later** button.
9. View the hints by pressing the right arrow on the bottom right.
10. Press **Skip** on the bottom left.

NOTE: The default setting for Outlook is to turn on Focused Inbox where Outlook chooses what it thinks is more important and puts the rest of the email in Other. To turn off this functionality and use a traditional InBox, click the three lines in the top. Go to the bottom and choose Settings represented by the gear icon. Scroll down to find the Focused Inbox and swipe the switch to the left to turn it off. Close the Settings window.

Outlook setup is complete!