



## Setting Up the Outlook App for iOS 10.X and 11.X

NOTE: As of August 22, 2018, if you have a version of the iOS that is less than 11.x, 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.

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

This help document is for the latest version of Outlook for iOS 10.X and 11X. The version number is 2.9X.0

1. Visit the App Store, and download Outlook onto your device.
2. Open Outlook app.
3. Enter your Email Address. Example `office365user@umassd.edu`
4. Press the **Add Account** button.
5. 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.
6. When prompted to Add Another Account, click the **Maybe Later** button.
7. View the hints by pressing the right arrow on the bottom right.
8. Press **Skip** on the bottom left.
9. Enable Notifications appears. Choose **Turn On** if you want to be notified right away for new email, if not choose **No Thanks**.

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!