



Set up Office apps and email on your iOS device

DO NOT use the inbuild iOS office applications to access office resources. Download and install the following specified applications from the Google Play Store instead.

Set up Email in the Outlook for iOS device

1. Install the Outlook for iOS app from the [AppStore](#) and then open it.
2. Tap Get Started if this is your first time.

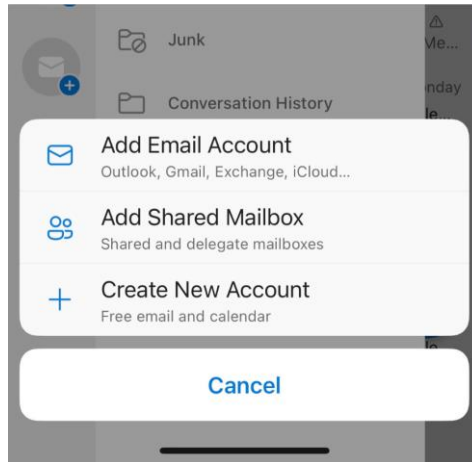


Outlook

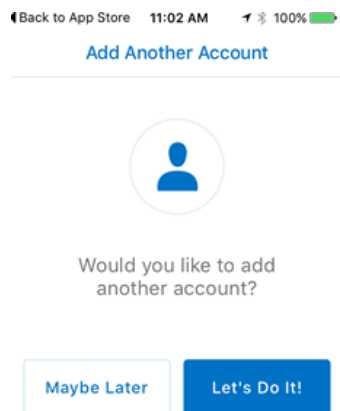
A better way to manage your email.

Get Started

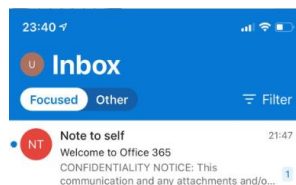
- Otherwise, to add an email account to an existing outlook account, open Outlook and Tap your name on top left corner and select the Mail icon with a + sign and choose **Add Email Account**



- Enter your full email address, then tap **Add Account**. Then enter your email account password and tap **Sign In** or **Next**.
- You have the option to add another account. Tap **Maybe Later** to proceed to your Office 365 email in Outlook.

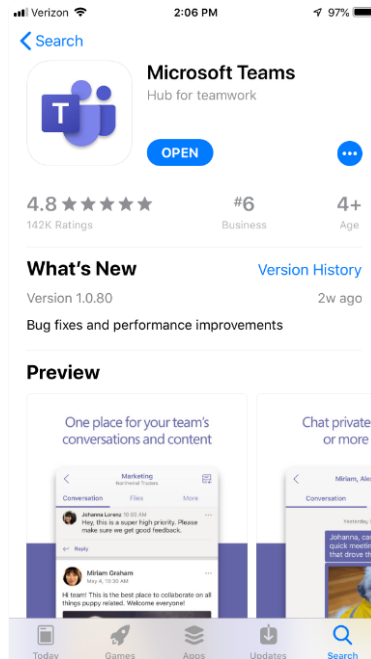


- Now you should have access to your inbox with all your previous email.

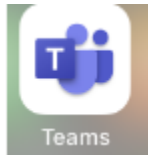


Set up Microsoft Teams for your iOS device

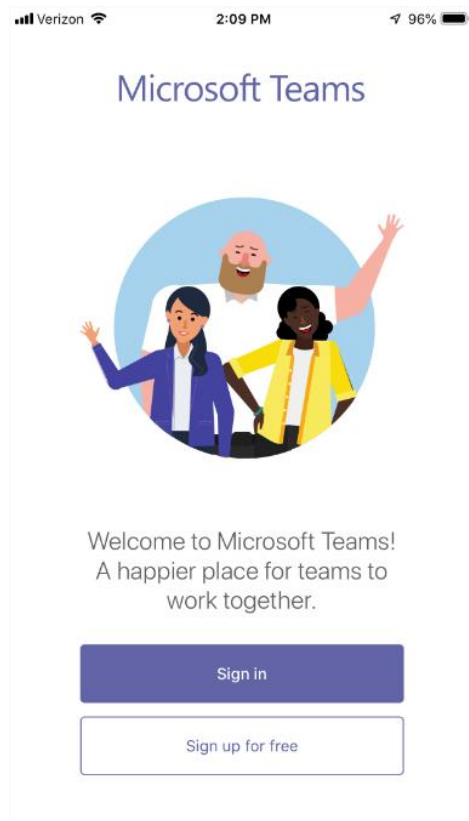
1. Click [here](#) to go to the Microsoft Teams app on App Store or Search for “**Microsoft Teams**” on App Store. Click on **Install** and then choose to **Open**.



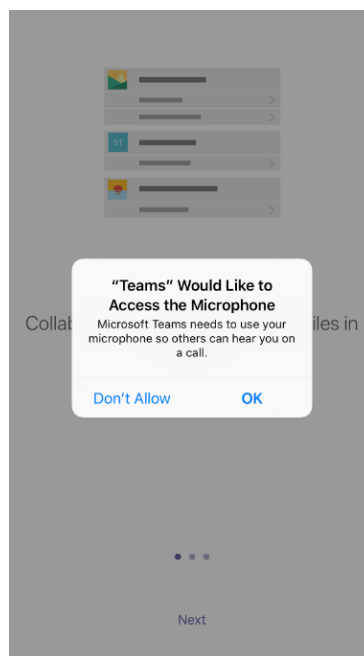
2. Once it is installed, the **Teams App** icon will look like this:



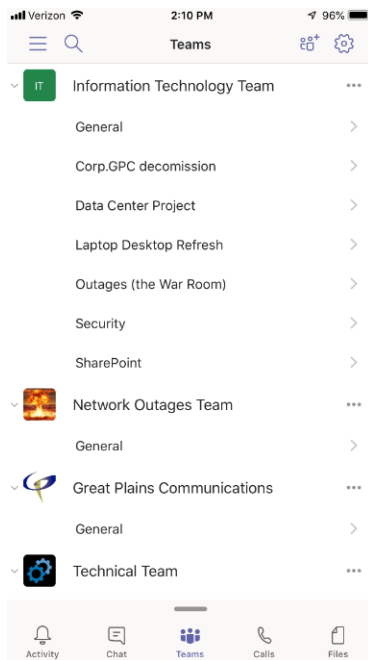
3. If you have already signed with your corporate email account to Outlook you may press on the account name. Open the app, and you will be prompted to **Sign in**, use your email address and domain password:



4. Once you sign in, you will be prompted to receive **Notifications** and to allow **Teams to Access the Microphone**. Click **OK** to allow for both:.

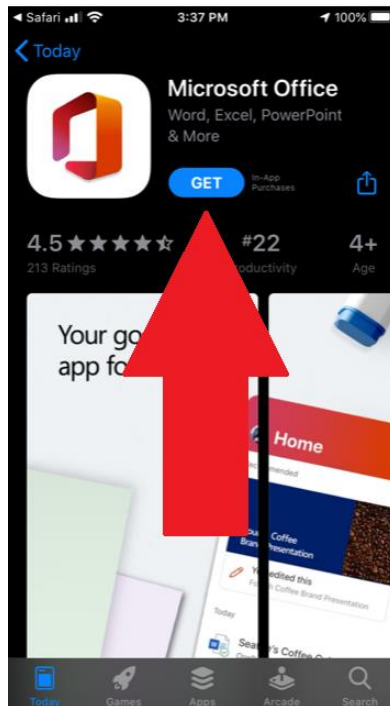


5. Once you are through the explanation screens, the **Teams** screen will be displayed, along with access to use: **Activity**, **Chat**, **Calls**, and **Files**:

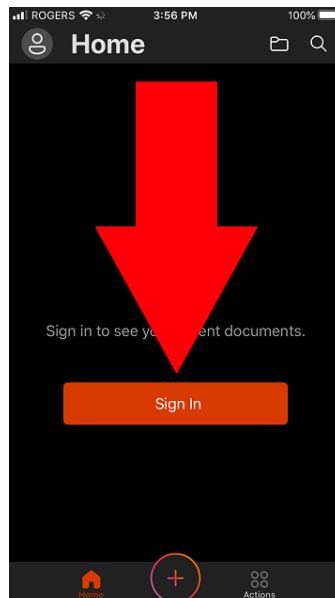


Set up Microsoft Office for your iOS device

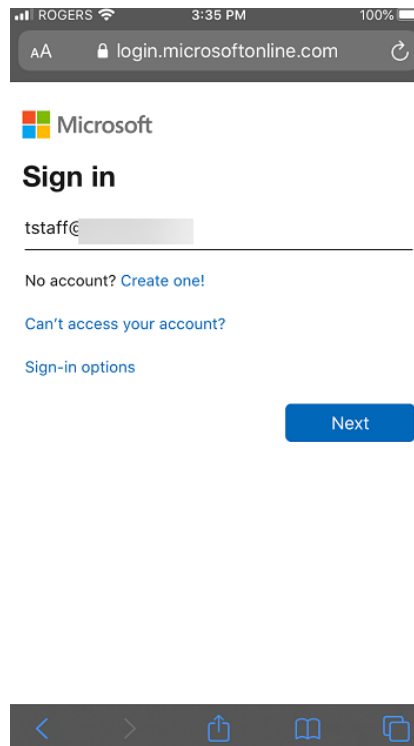
1. Install the Microsoft Office App for iOS from the [App Store](#) and then open it.
2. Or, open App Store and search for **Microsoft Office** application and choose application published by Microsoft Corporation
3. Press on the **GET** button



4. Once it has downloaded, open the app and press the **Sign In** button.

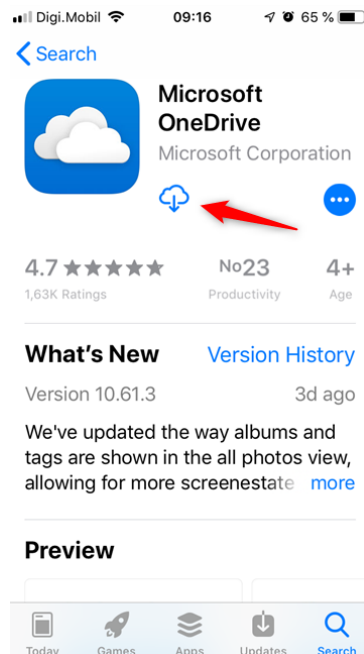


5. Enter your email and password and then sign in to the application.

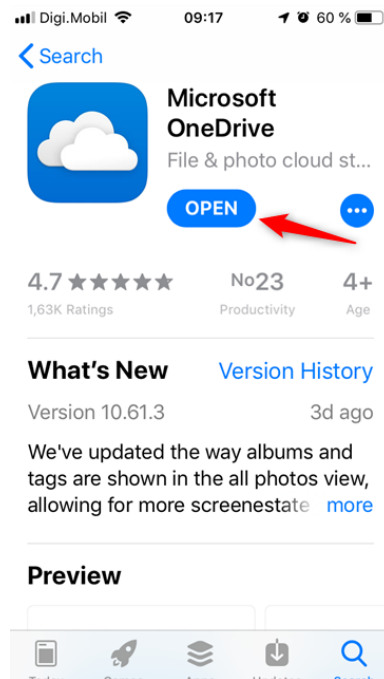


Set up Microsoft OneDrive for your iOS device

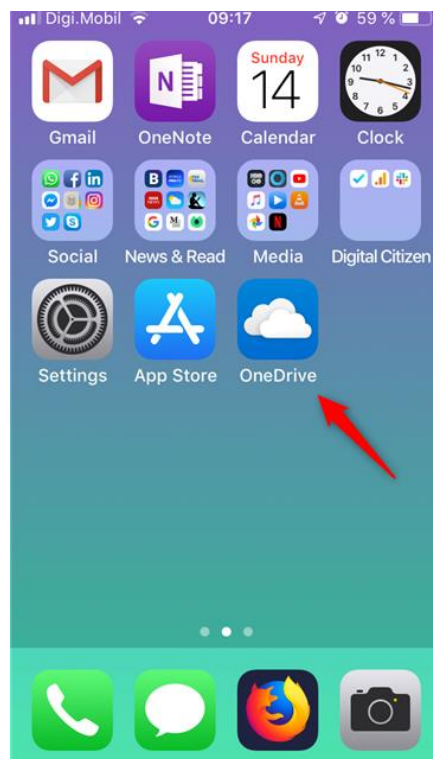
1. Click [here](#) to go to your App Store or Search for **Microsoft OneDrive** on App Store. Click on **Install**



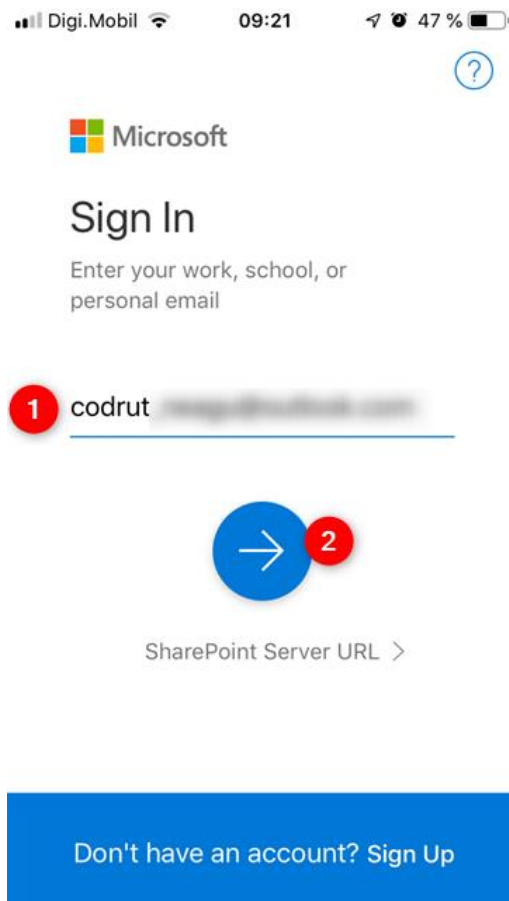
2. Tap "**Open**" to continue.



3. After installation, open the "OneDrive" app.



4. Enter your email address and click **Next**.



5. Enter your Password.
6. You should see your files in your OneDrive account.

