Outlook App
Downloading on an iPhone

Introduction
Microsoft provides a standalone Outlook app for sending and retrieving Towson University email, calendars, contacts and tasks on your iPhone. This app is the only supported method for accessing Towson email services on an iPhone.

Downloading
The Microsoft Outlook app can be downloaded from the iPhone App Store.

1. Launch the App store and search for **Microsoft Outlook**.
2. Tap the **Get** button to download the app. Depending on your phone configuration, you may be required to authenticate using **TouchID** or password.

3. The app will download and install on your iPhone.
4. Tap the **Open** button to launch the app.

![Outlook App on iPhone](image)

Figure 1
5. The Outlook launch screen will appear. Tap the **Get Started** button.

6. The **Get Notified** screen will appear. If you wish to be informed by push notification of any new email or event, tap the **Notify Me** button, if not, tap **No Thanks**.
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7. If you allowed push notifications, the “Outlook Would Like to Send You Notifications message will appear. Tap Allow.

8. The Add Account screen will appear. Enter your Towson University email address and tap the Add Account button.

![Add Account](image)

Figure 4

9. You will automatically be redirected to the Towson University Office 365 Login Screen. Enter your Towson University password in the Password field and tap the Go button on the keyboard.

![Login Screen](image)

Figure 5
10. You will be asked if you wish to add additional accounts. This is helpful if you wish to combine both Towson and personal accounts. For this example, tap **Maybe Later**.

![Add Another Account](image)

**Figure 6**

11. You will be presented with several splash screens giving you a tour of the features of the Outlook app. Slide each screen to the left or tap the right arrow. Alternatively, you can skip the tutorial by tapping the **Skip** command.

![Outlook App](image)

**Figure 7**

12. Your email will appear automatically. You have successfully connected your Towson Exchange account to the Microsoft Outlook app.
App Overview

The Microsoft Outlook app features sections for Mail, Calendar, Files, People and Settings. This brief overview will highlight some key features of each screen.

Mail

- Tap the Mail icon to view the Mail screen.
- To compose a new message, tap the Compose icon in the top right corner of the app. A new message window will appear. Write your message as you would normally and tap the Send icon to send your message.
- You are provided with both a Focused and Other mailbox by default. Toggle between both views to see important and non-important mail. This setting can be turned off in the Settings view.

Figure 8
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**Calendar**

- Tap the Calendar icon to get to the Calendar screen.
- Tap the + sign in the top right corner to add a new event. Complete the fields and tap the checkmark to add your entry. Tap the X icon to cancel your entry.
- Tap the view icon in the top right corner to toggle between Agenda view (which provides a single list of upcoming events), Day view (which provides a more traditional calendar view) and 3-Day (which shows all events on one screen for the next three days).

![Figure 9](image-url)
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Files

- Tap the Files icon to get to the Files screen.
- Tap the **Add OneDrive** command to connect your **Towson University OneDrive** account to Outlook. You will be prompted to login using your NetID and Password.
- You can add additional cloud based services. Please remember that no personally identifiable information can be stored in cloud based file services.
- A list of recently used files will appear under each connected service.

![Files Screen](image)

*Figure 10*
People

- Tap the People icon to get to the People screen.
- A list of your Outlook contacts appears, grouped by letter.
- Tap the Search icon to search for a contact. If they do not appear in your contact list, tap Search Directory to search the Global Address Book.

Note: There is no ability to add a contact to the contacts using this app.

Figure 11
### Settings

- Tap the **Settings** icon to get to the Settings screen.
- The **Settings** screen allows you to set a signature for outgoing mail, add additional accounts and toggle the **Focused Inbox** on or off.
- Scroll down to add personal or interesting calendars to your calendar view, toggle **TouchID** on or off (if your phone model supports it) and choose Apple Maps or another map product to provide directions if need be.

![Settings Screen](image)

*Figure 12*