

Outlook App

Downloading on an iOS Device

Introduction

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

Downloading

The Microsoft Outlook app can be downloaded from the **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, FaceID, or Password**.

Note: If you have the Outlook app on another iOS device, it will show the **Download from Cloud** button instead.

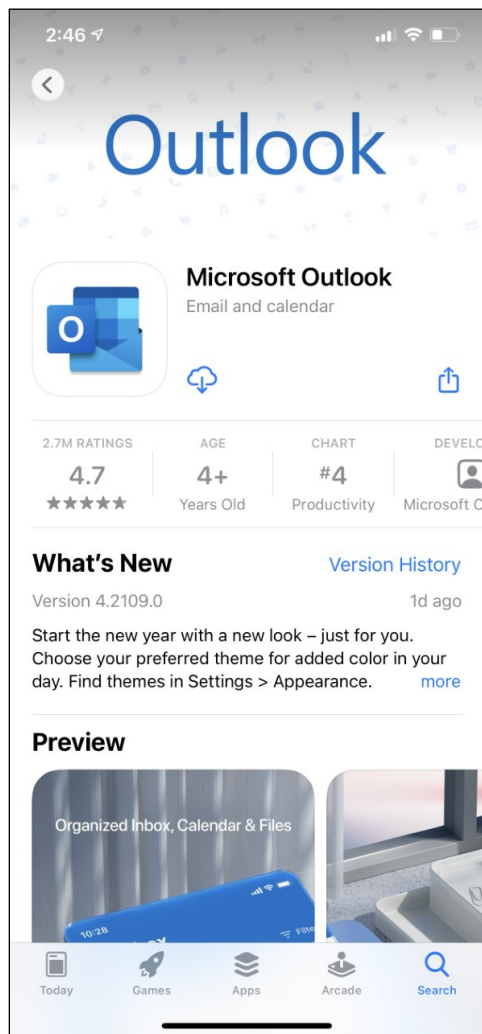


Figure 1

Outlook App: Downloading on an iOS Device

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

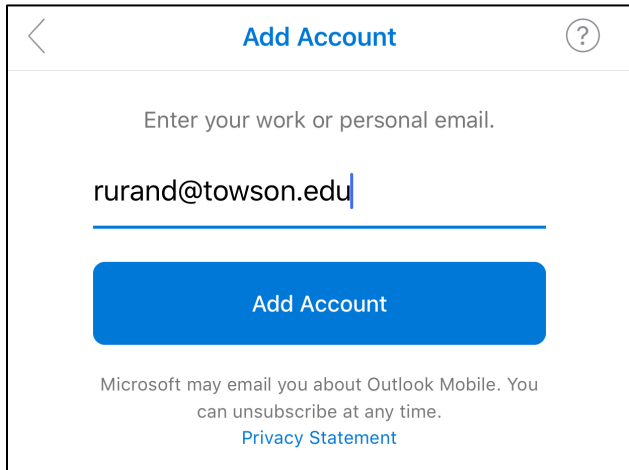


Figure 2

4. 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.

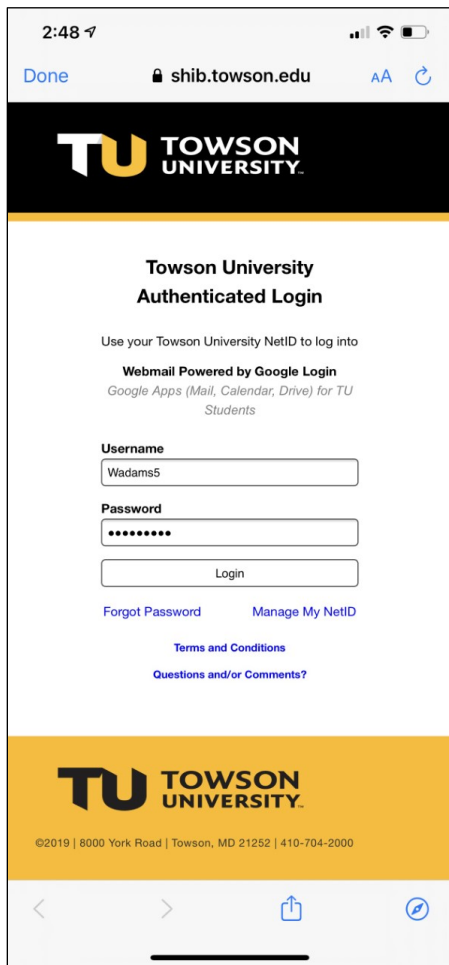


Figure 3

Outlook App: Downloading on an iOS Device

5. 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**.

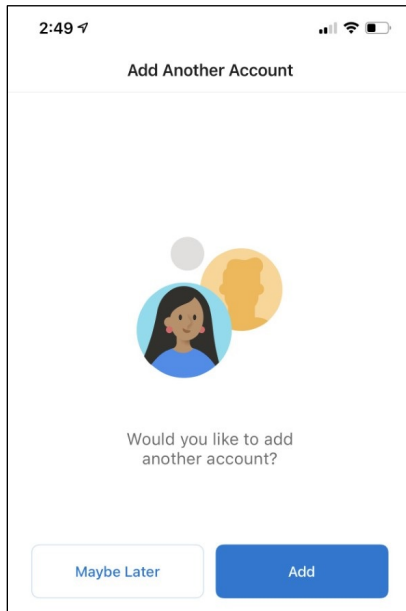


Figure 4

6. 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.

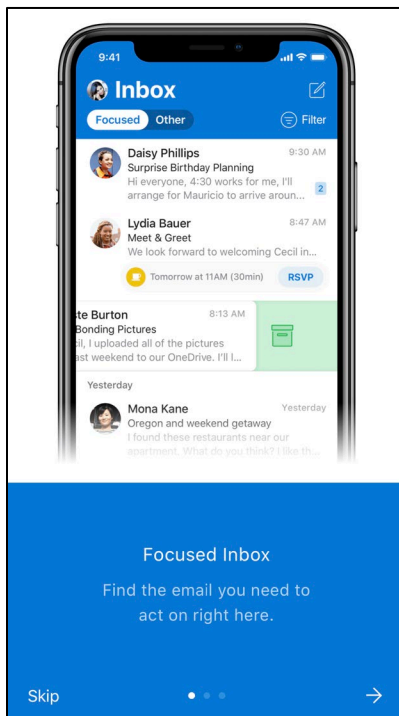


Figure 5

7. 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, Contacts and Settings. This brief overview will highlight some key features of each screen.

Mail

1. Tap the **Mail** icon to view the Mail screen.
2. To compose a new message, tap the **Compose** icon in the bottom right 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.
3. You are provided with both a **Focused** and an **Other** mailbox by default. Toggle between both views to see important and non-important mail. This setting can be turned off in the **Settings** screen.

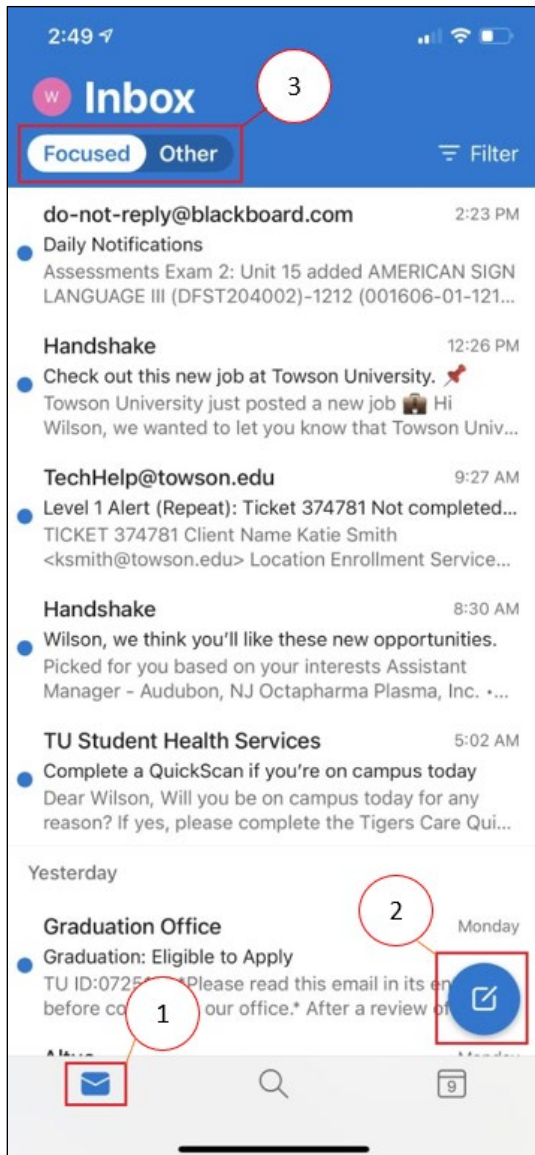


Figure 6

Calendar

1. Tap the **Calendar** icon to get to the Calendar screen.
2. Tap the + sign in the bottom right to add a new event. Complete the fields and tap the checkmark to add your entry. Tap the **X** icon to cancel your entry.
3. 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 7

Received and Sent Files

1. Tap the **Search** icon to get to the Received and Sent Files.

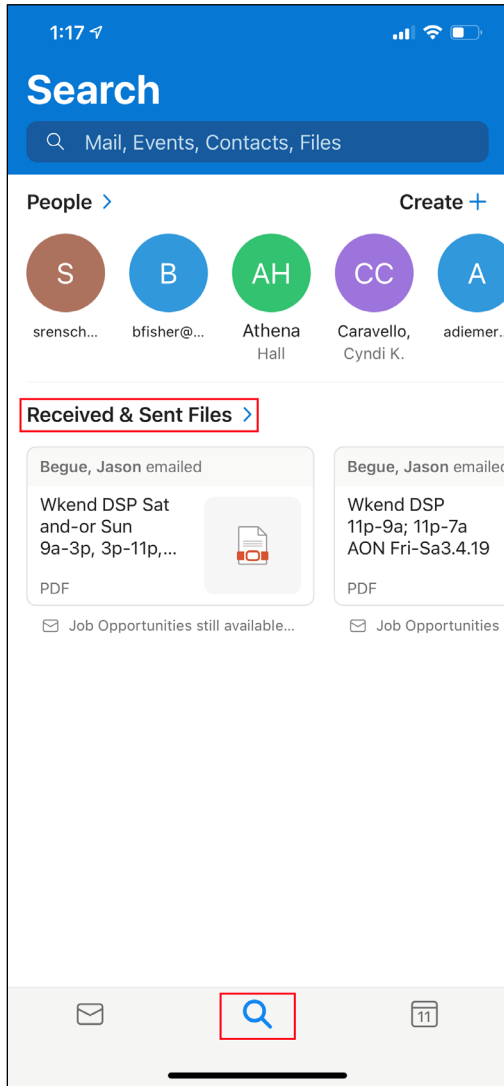


Figure 8

2. A list of recently used files will appear under each connected service.

Contacts

1. Tap the **Search** icon. A small preview of your most recent contacts will appear at the top. Tap any of your recent contacts to show all emails with that specific contact.
2. Tap the **Contacts** link.

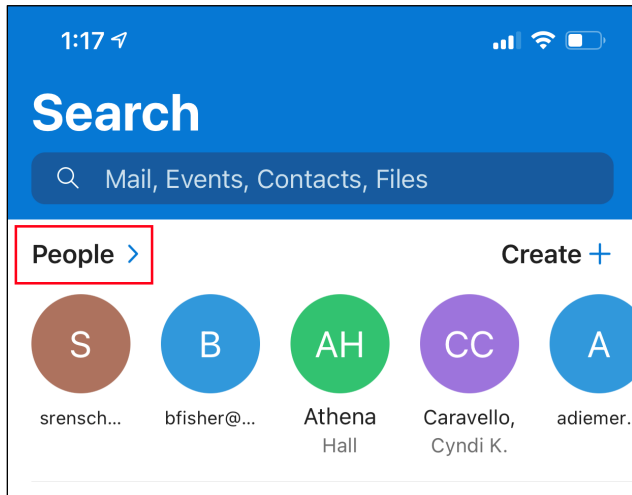


Figure 9

3. A list of your Outlook contacts appears, grouped by letter.
4. Tap the + sign in the top right corner to add a new contact. Complete the fields and tap the **Done** button to add your contact. Tap the **Cancel** button to cancel your entry.

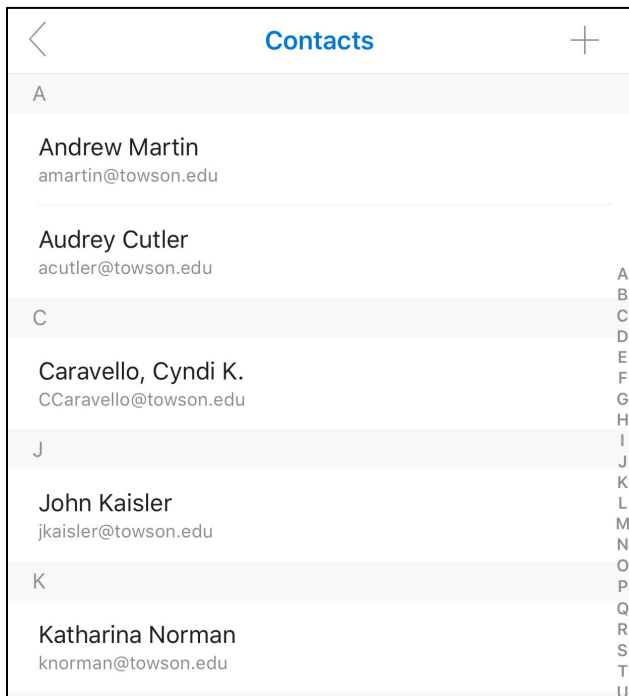


Figure 10

Settings

1. Tap the **Profile** icon in the upper left corner.

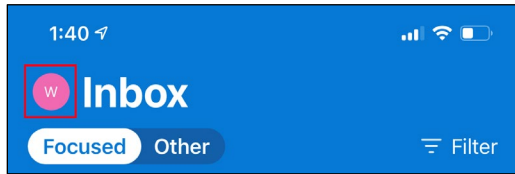


Figure 11

2. Tap the **Settings** icon in the lower left corner.



Figure 12

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

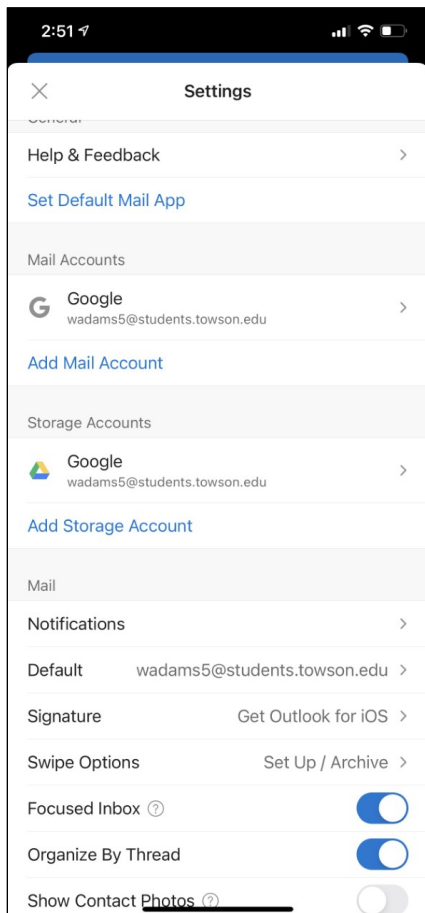


Figure 13