



ARU London – How to set up Outlook on your device

How to setup Outlook for IOS

1. Click on the App store and search for 'Microsoft Outlook' using the search bar.



2. Select 'GET' to download Microsoft Outlook. Following this you will need to click install and enter your Apple credentials.

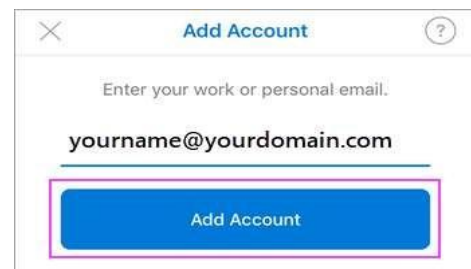


3. Open Outlook. The icon will look like the one below. Is it your first-time using Outlook for ios? Select 'Get Started'.



Get started

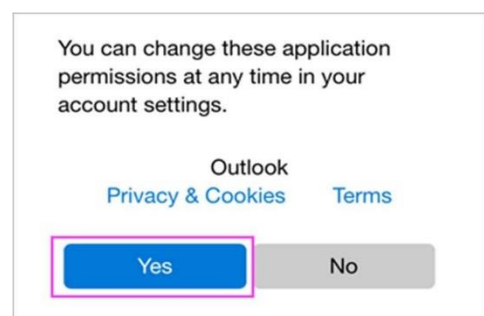
4. Type your student email address then select 'Add Account'. An example email is: abc123@student.anglia.ac.uk.



5. Type the password for your student email and then click 'Sign In'. Your password should be your D.O.B in a 6-digit format (DDMMYY).



6. Tap 'Yes' to let Outlook sync your calendar, contacts, and etc. After this, you are ready to use Outlook.



How to setup Outlook for Android

1. Go onto the Google Play Store and search for 'Microsoft Outlook' using the search bar.



2. Select 'Install' to download Microsoft Outlook. Following this you will need to enter your Google Play credentials.

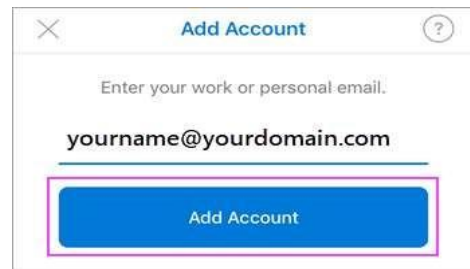
INSTALL

3. Open Outlook. The icon will look like the one below. Is it your first-time using Outlook for Android? Select 'Get Started'.



Get started

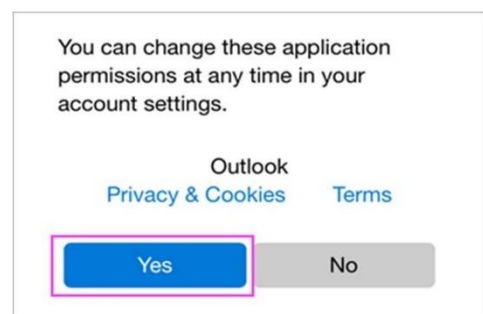
4. Type your student email address then select 'Add Account'. An example email is: abc123@student.anglia.ac.uk.

The screenshot shows the 'Add Account' screen in the Outlook app. At the top, there is a close button (X) and a help icon (?). Below that, it says 'Enter your work or personal email:'. There is a text input field containing 'yourname@yourdomain.com'. Below the input field is a blue button labeled 'Add Account', which is highlighted with a pink border.

5. Type the password for your student email and then click 'Sign In'. Your password should be your D.O.B in a 6-digit format (DDMMYY).

The screenshot shows the Microsoft sign-in screen. At the top left is the Microsoft logo. Below it is the email address 'yourname@yourdomain.com'. The main heading is 'Enter password'. There is a password input field. Below the input field are links for 'Forgot my password' and 'Sign in with another account'. At the bottom right is a blue button labeled 'Sign in', which is highlighted with a pink border.

6. Tap 'Yes' to let Outlook sync your calendar, contacts, and etc. After this, you are ready to use Outlook.

The screenshot shows a permission screen in the Outlook app. It says 'You can change these application permissions at any time in your account settings.' Below that, it says 'Outlook' and has links for 'Privacy & Cookies' and 'Terms'. At the bottom are two buttons: 'Yes' (highlighted with a pink border) and 'No'.