

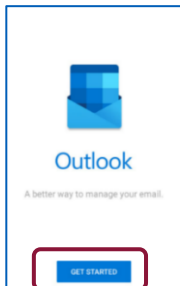
# Outlook App for Mobile Devices

Install the Outlook App to access work emails from a mobile device

## Quick Reference Guide

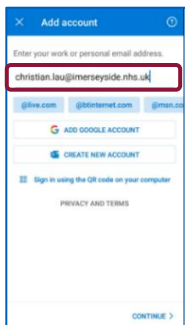
### Install Outlook App

Open the mobile device **App Store** → search for Outlook **App for iOS**.



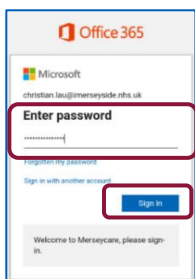
Click **Get Started**

- Enter **work email address**.



Click **Continue**

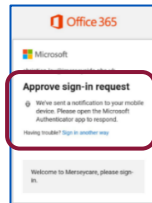
- Enter **Windows Password**.



Click **Sign In**

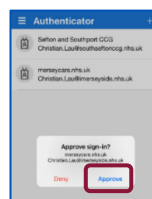
### Device Approval

- If users do not have the **Microsoft Authenticator App (MFA)**, open the prompt to approve.



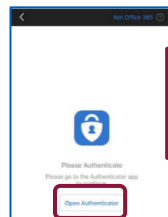
A notification will be sent to the mobile device

- **Approve** from the **MFA**.



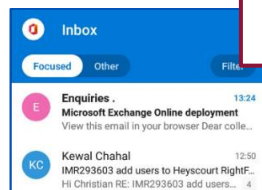
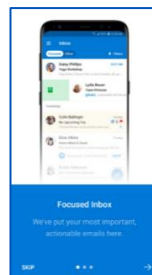
Click **Approve**. In some cases a **six digit code** will be required

If you have **MFA configured** on your current device.



Click **Open Authenticator**

Outlook is now configured, and will open the preview screen.



**Inbox View**

To book training or speak to a trainer, please get in touch via: [training@imerseyside.nhs.uk](mailto:training@imerseyside.nhs.uk)