Visit Apple's App Store and search for Microsoft Outlook.

- If this is your first time using Outlook Mobile, enter your full University email address, then tap Add Account. Next enter your email account password and tap Sign In.

- If this is not the first time you are using Outlook Mobile, tap Menu, then tap Settings, indicated by a gear icon.

- Next tap Add Account, then Add Email Account.
Outlook Mobile Email Overview - iOS

- Tap your initials or photo to see your list of email folders and settings
- Toggle to turn on focused inbox.
- Swipe any email right or left to take action.
- Tap any email to view the email in its entirety.
- Tap the Email Icon to access your Inbox.
- Tap search once to find recent contacts and files. Tap search twice to find mail, events, contacts and files.
- Tap the Calendar Icon to access your calendar.
- New emails will have the sender’s name and email re line in bold.
- Tap the new email icon to start a new email.

See notifications
Filter Emails
Search Inbox
Creating Your Signature - iOS

Your email signature does not carry over to your mobile Outlook application. To create a signature for your mobile application, follow these steps:

1. Tap on your initials or photo in the top left-hand corner of your application.

2. In account menu, tap the Settings Icon (indicated by a gear icon) in the bottom-left of your application.

3. In the Settings menu, tap Signature. If you do not see it, you may need to scroll down.

4. A default signature will show in the Edit Signature Area. Tap anywhere in the default signature to edit.

5. Once you edit your signature to your liking, tap the Check Mark in the top left of your application.
Create and Send an Email - iOS

1. Tap on the **New Email Icon**, indicated by a circle with a plus sign inside in the lower-right of your application.

2. In the new email screen, begin typing a name in the **To** area.

3. As you begin typing a name, you will see possible matches show up. You can click **Search Directory** as well.

4. Tap the **arrow** to the right of the To line to expand the **Cc** and **Bcc** lines.

5. To turn the email into an event invite or send availability, tap the **calendar icon**, indicated by a small calendar with a plus sign.

6. To attach a file or photo, click the **attach file icon**, indicated by a paperclip.

7. Tapping the **camera icon** will open your camera roll of your mobile device to attach a photo.

8. Tap the **format text icon** to expand formatting options for the body of your email.

9. When ready to send your email, tap the **send icon**, indicated by a paper airplane.

VILLANOVA UNIVERSITY
Outlook Mobile Calendar Overview - iOS

- Tap your initials or photo to see your list of your calendars, shared calendars, and settings.
- Swipe down to show more of your calendar.
- Tap any meeting to see all meeting details.
- Tap the Email Icon to access your Inbox.
- Tap search once to find recent contacts and files. Tap search twice to find mail, events, contacts, and files.
- Tap the Calendar Icon to access your calendar.
- Tap the calendar view icon to change your current calendar view.
- Tap any date to see that day's events.
- Tap the new calendar event icon to create a new calendar event.
1. Tap on the New Calendar Event Icon, indicated by a plus sign inside a circle, in the lower-right of your application. The New Event Screen will display.

- Tap title to enter the name of your event.
- Tap people to add attendees to your event.
- Choose your date and time for your calendar event.
- Tap description to enter a description of your calendar event.
- Choose to how to show your calendar event using show as.
- Tap the check mark to send your invite.

Note: Toggle to make your event an all-day event. Toggle to mark your event as private.