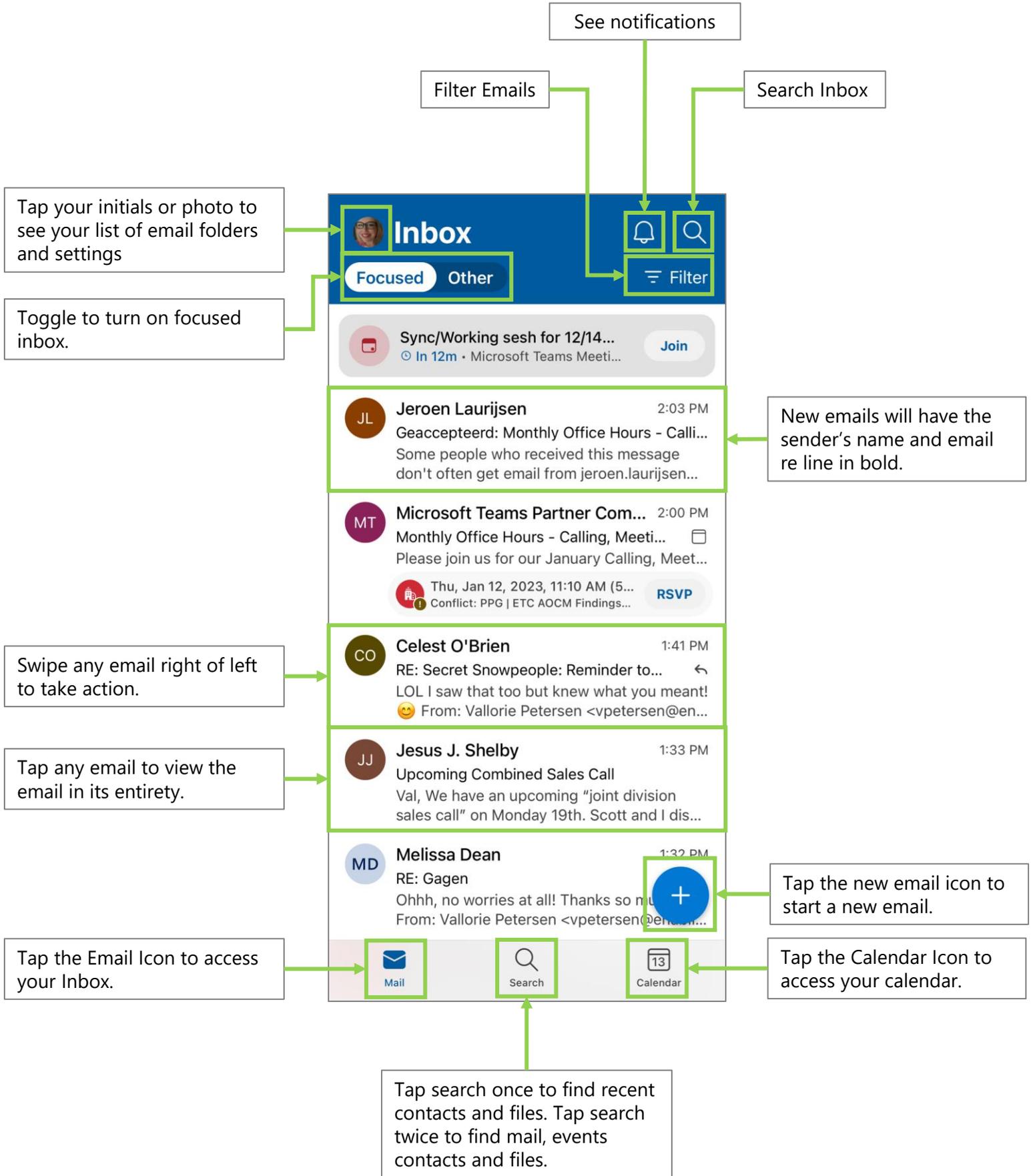# Downloading & Setting up Mobile App - iOS

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**.

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Outlook Mobile Email Overview - iOS

See notifications

Filter Emails

Search Inbox

Tap your initials or photo to see your list of email folders and settings

Inbox

Focused | Other

Toggle to turn on focused inbox.

Sync/Working sesh for 12/14...
In 12m · Microsoft Teams Meeti...
Join

JL **Jeroen Laurijsen** 2:03 PM
Geaccepteerd: Monthly Office Hours - Calli...
Some people who received this message don't often get email from jeroen.laurijsen...

New emails will have the sender's name and email re line in bold.

MT **Microsoft Teams Partner Com...** 2:00 PM
Monthly Office Hours - Calling, Meeti...
Please join us for our January Calling, Meet...
Thu, Jan 12, 2023, 11:10 AM (5...
Conflict: PPG | ETC AOCM Findings...
RSVP

CO **Celest O'Brien** 1:41 PM
RE: Secret Snowpeople: Reminder to...
LOL I saw that too but knew what you meant! 😊 From: Vallorie Petersen <vpetersen@en...

Swipe any email right of left to take action.

JJ **Jesus J. Shelby** 1:33 PM
Upcoming Combined Sales Call
Val, We have an upcoming "joint division sales call" on Monday 19th. Scott and I dis...

Tap any email to view the email in its entirety.

MD **Melissa Dean** 1:32 PM
RE: Gagen
Ohhh, no worries at all! Thanks so m...
From: Vallorie Petersen <vpetersen@en...

Tap the new email icon to start a new email.

Tap the Email Icon to access your Inbox.

Mail | Search | Calendar

Tap the Calendar Icon to access your calendar.

Tap search once to find recent contacts and files. Tap search twice to find mail, events contacts and files.
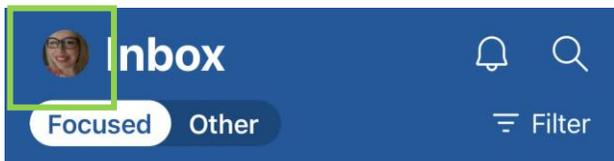
VILLANOVA UNIVERSITY
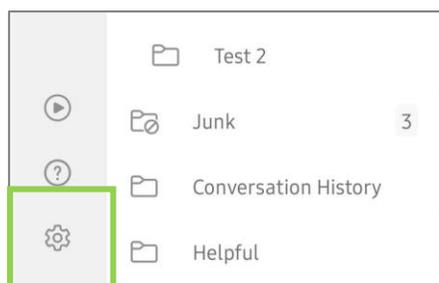
Creating Your Signature - iOS

Your email signature does not carry over to your mobile Outlook application. To create a signature for your mobile application, follow these steps:
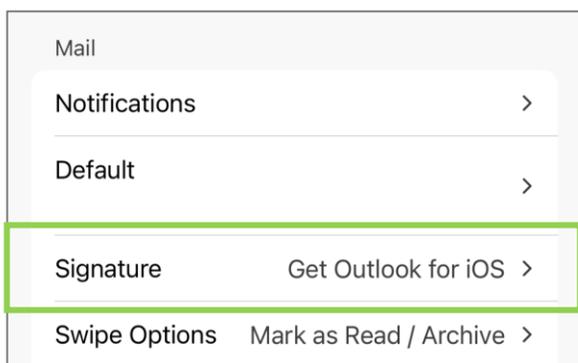
1. Tap on your initials or photo in the top left-hand corner of your application.
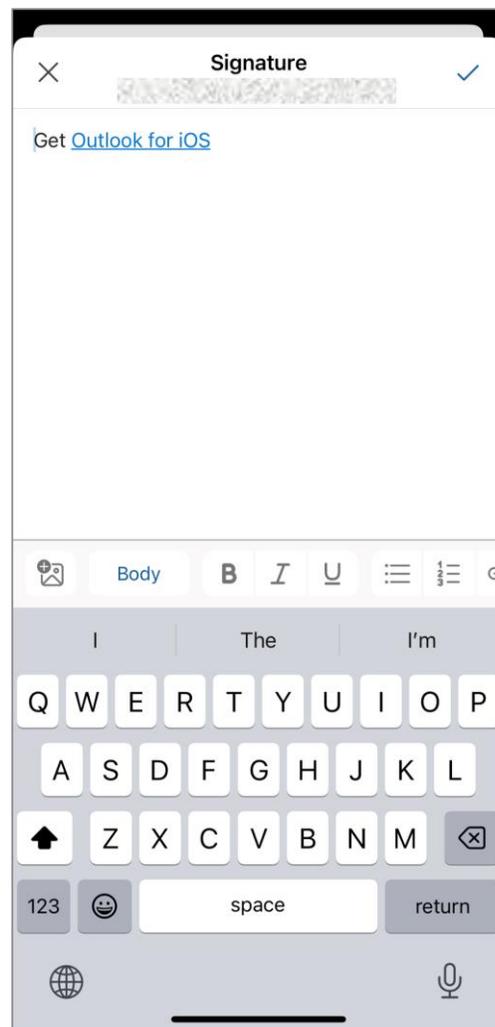

2. In account menu, tap the **Settings Icon (indicated by a gear icon)** in the bottom-left of your application.

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

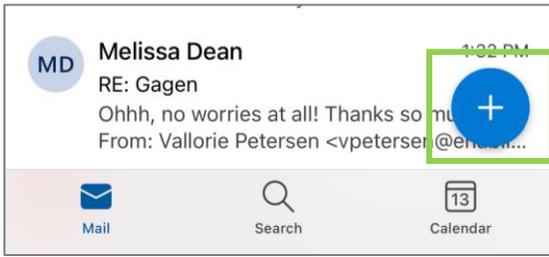4. A default signature will show in the Edit Signature Area. Tap anywhere in the default signature to edit.

5. Once you edit your signature to your liking, tap the **Check Mark** in the top left of your application.
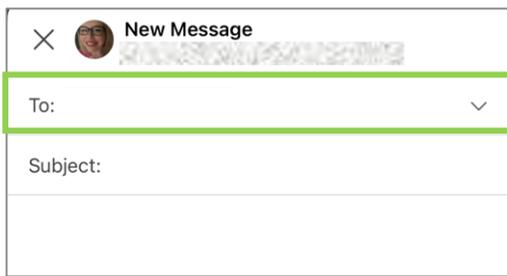

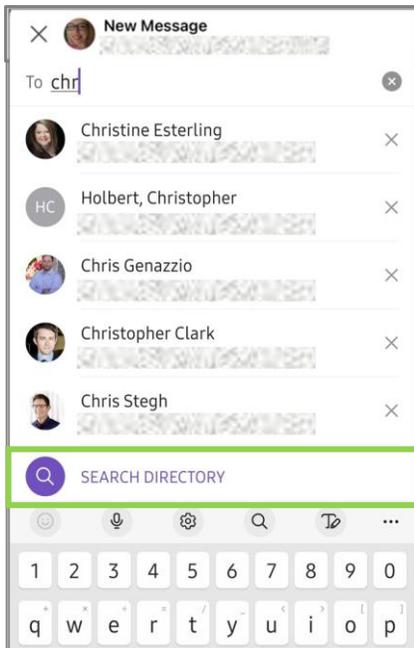VILLANOVA UNIVERSITY

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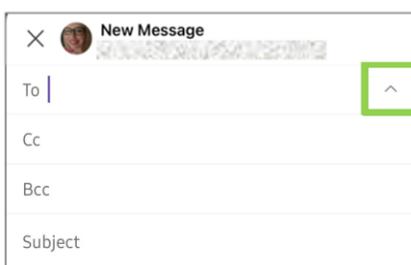
2. In the new email screen, begin typing a name in the **To** area.

3. As you begin typing a name, you will see possible matches show up. You can click **Search Directory** as well.
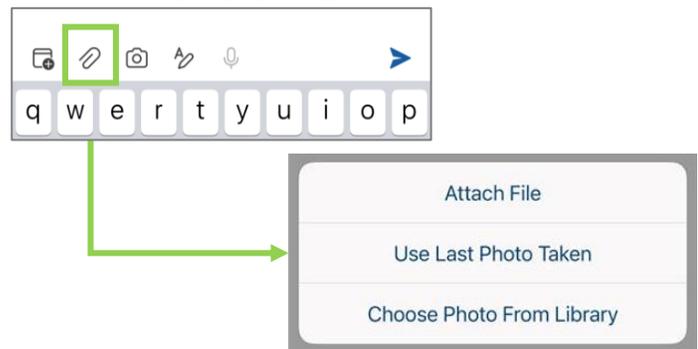
4. Tap the **arrow** to the right of the To line to expand the **Cc** and **Bcc** lines.

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.
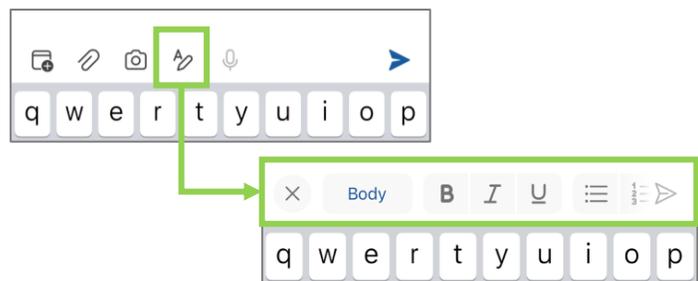
6. To attach a file or photo, click the **attach file icon**, indicated by a paperclip.
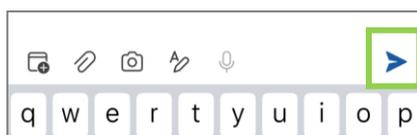
7. Tapping the **camera icon** will open your camera roll of your mobile device to attach a photo.
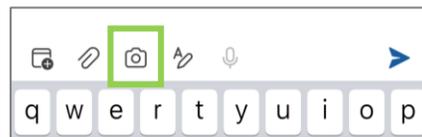
8. Tap the **format text icon** to expand formatting options for the body of your email.

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

Outlook Mobile Calendar Overview - iOS

Tap the calendar view icon to change your current calendar view.

- ≡ Agenda ⦿
- ▣ Day ○
- ▥ 3 Day ○
- ▦ Month ○

Tap your initials or photo to see your list of your calendars, shared calendars and settings

Search Calendar

December

S   M   T   W   T   F   S

11   12   **13**   14   15   16   17

Tap any date to see that day's events.

Swipe down to show more of your calendar.

Today Tue, Dec 13   ☁ 36° / 29°

in 8 min

2:30 PM   Sync/Working sesh for 12/14 HHH
1h

☉ Microsoft Teams Meeting

3:30 PM   M365 Change Management & Training
30m

Tap any meeting to see all meeting details.

☉ Microsoft Teams Meeting

3:30 PM   HOLD: RE: [AOCM]
30m

4:00 PM
1h 30m

Tomorrow Wed, Dec 14   ☁ 29° / 24°

8:00 AM   Chad/Val Bi-Weekly Sync
30m

CL Chad Lanman

Tap the new calendar event icon to create a new calendar event.

Tap the Email Icon to access your Inbox.

✉ Mail   🔍 Search   📅 Calendar

Tap the Calendar Icon to access your calendar.

Tap search once to find recent contacts and files. Tap search twice to find mail, events contacts and files.

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Create and Send Calendar Event - iOS

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.
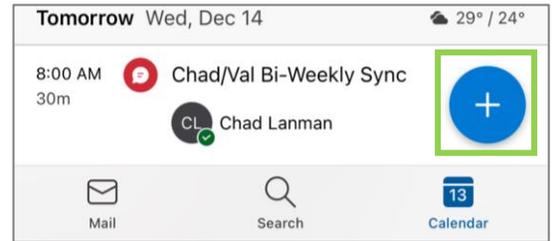
Tomorrow Wed, Dec 14   29° / 24°

8:00 AM   Chad/Val Bi-Weekly Sync
30m

CL Chad Lanman

Mail   Search   Calendar

Tap the check mark to send your invite.

X New Event
Calendar ⌄

Tap title to enter the name of your event.

● Title

Tap people to add attendees to your event.

People >

Toggle to make your event an all-day event.

🕐 All Day

Choose your date and time for your calendar event.

Date   Time (CST)
Wed, Dec 14   10:30 AM → 11:15 AM
Today   Duration: 45 minutes

🌐 Time Zone >

📍 Location >

Tap description to enter a description of your calendar event.

≡ Description >

🔁 Repeat   None >

🔔 Remind Me   15 minutes before >

Choose to how to show your calendar event using show as.

👁 Show As   Busy >

Toggle to mark your event as private.

🔒 Private

Busy ◉

Free ○

Tentative ○

Out of office ○

Working elsewhere ○

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