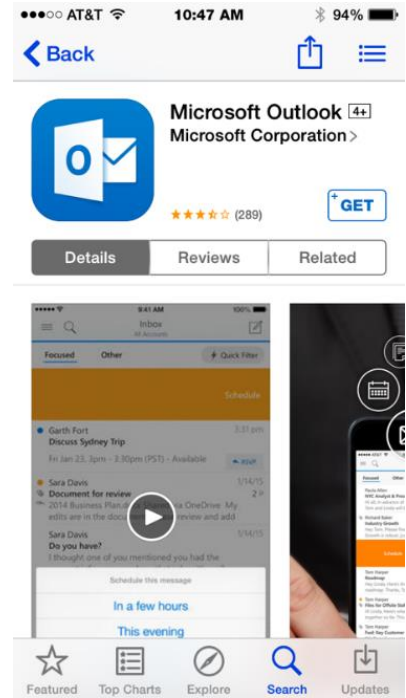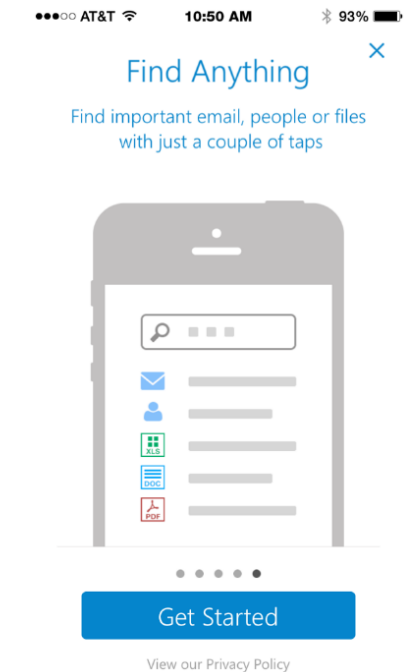**IS&T**

Information Services and Technology

How to setup Microsoft Outlook on your iPhone

1. Go to the App Store and search Microsoft Outlook, find and download this application.

2. Select **Get Started** on the opening screen of the Microsoft Outlook application.

3. After selecting Get Started, you will be prompted to choose if you would like push notifications. We recommend selecting **"Notify Me".**

◀ Back to App Store   10:37 AM   ⊛ 28% ▭

Get Notified

Don't miss out on important emails or calendar events

| No Thanks | Notify Me |

4. On the next screen, enter your email:
For example:

    Students: csu.student@vikes.csuohio.edu
    Staff: csu.staff@csuohio.edu

Select **Add Account** then proceed to enter your CSU ID and Password on the following screen.

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Add Email Account

Enter your work or personal email address.

yourname@provider.com

Add Account

Microsoft may email you about Outlook Mobile. You can unsubscribe at any time.
Privacy Statement

Your CSU email is now setup with the outlook email.

Please Note: You need to setup a phone passcode (via Settings) before the Outlook app would sync.

If you have any questions, feel free to contact the help desk at 216-687-5050