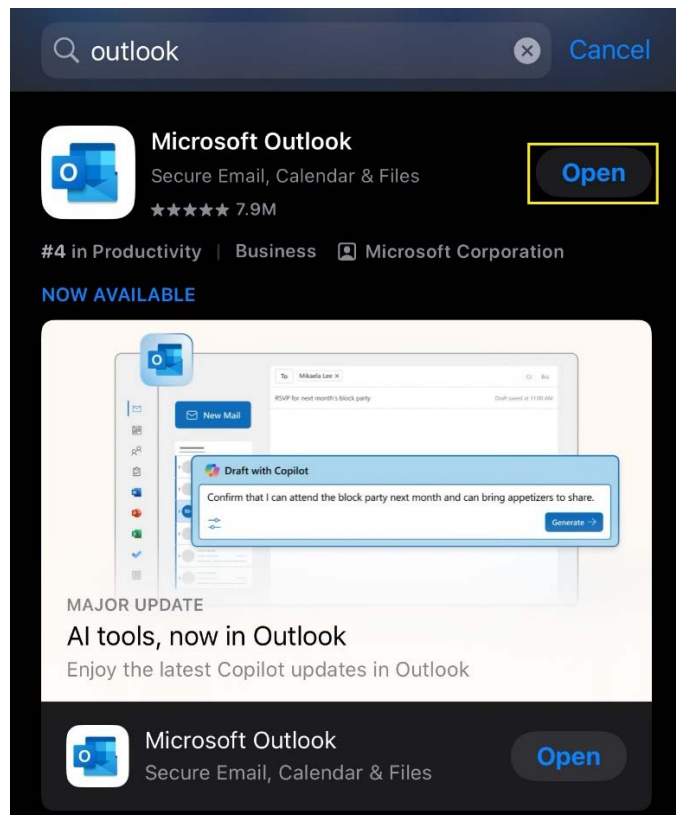
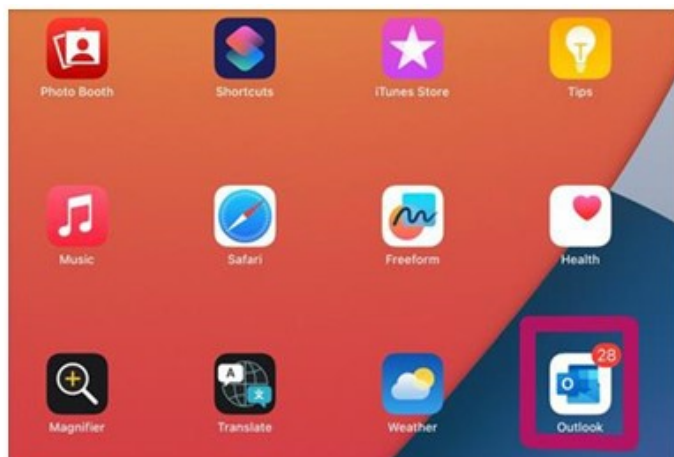


Outlook App Instructions for iPhones

1. Download the “**Outlook**” Mobile App from the Apple Store and select “**Add Account**”.

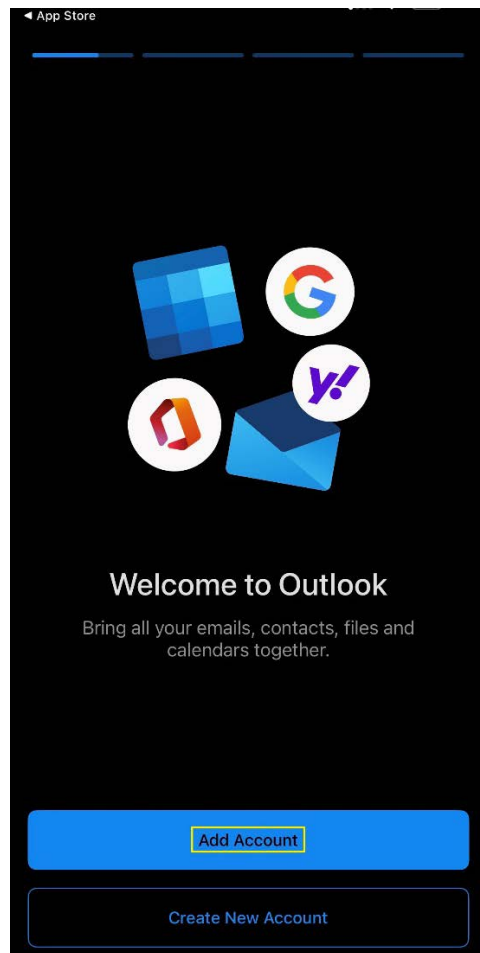


2. Once installed you will see it on your phone as seen below.

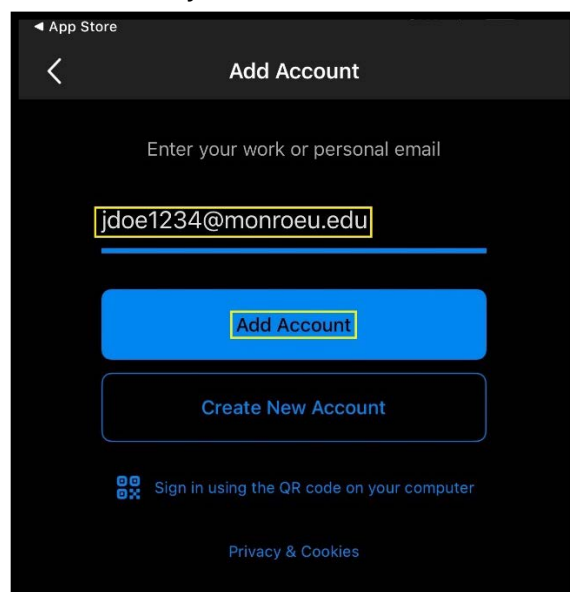


Outlook App Instructions for iPhones

3. Click on “**Add Account**”.

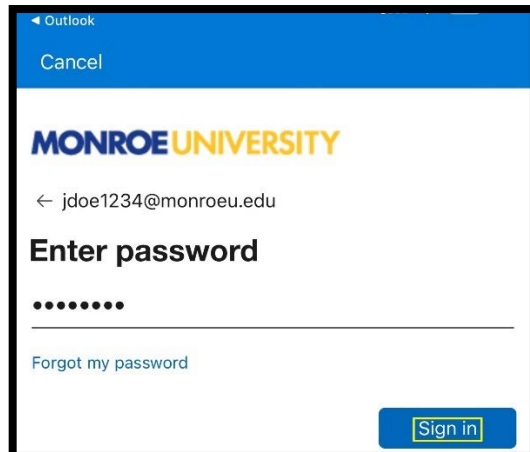


4. Enter your Monroe email address and then click “**Add Account**”.

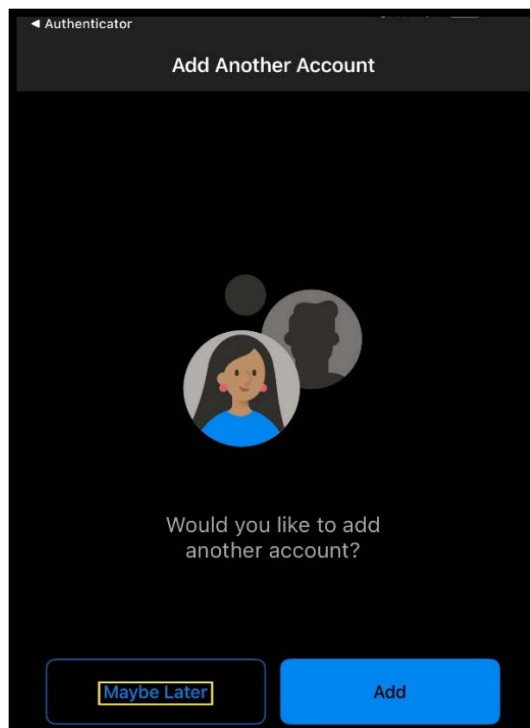


Outlook App Instructions for iPhones

5. Enter your password and click **“Sign in”**.

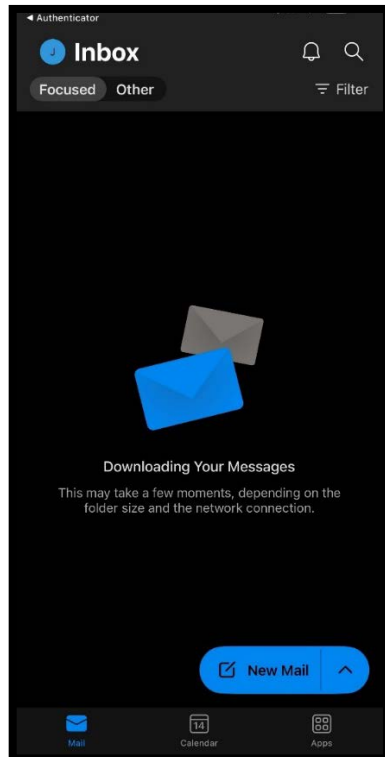


6. Select **“Maybe Later”** if prompted to Add Another Account.

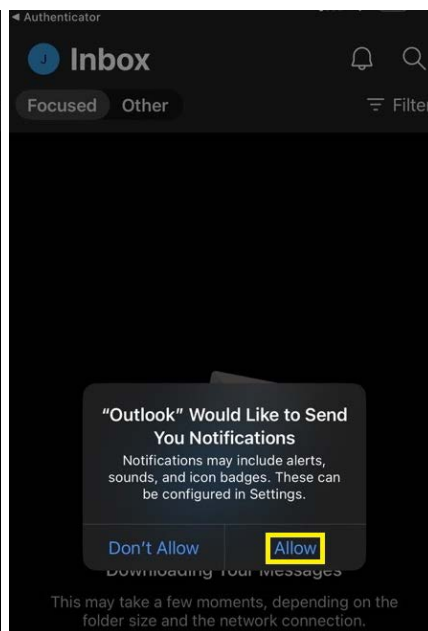
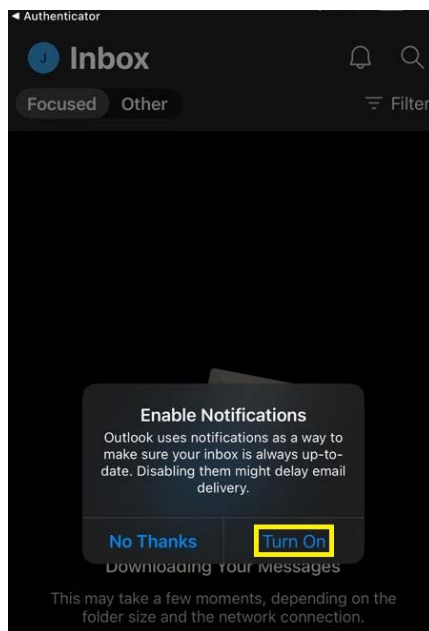


Outlook App Instructions for iPhones

7. You will be directed to your email inbox.



8. Select **“Turn On”** and **“Allow”** to receive notifications.



If you have any questions, please contact the Help Desk directly at helpdesk@monroeu.edu or 646-393-8290.