# Outlook – Set Up Your Work Email in the Outlook App (For iPhones)

Last modified on 6/7/2021 by NM

Learn how to install the Outlook app and set up your work email on an iPhone.

This document assumes you have the Authenticator App installed on your mobile device.

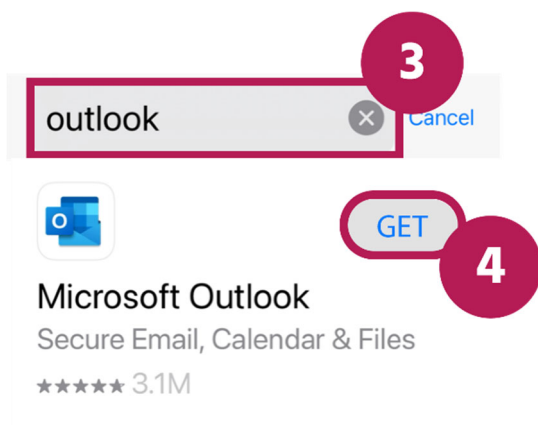## Table of Contents

## Install the Outlook App

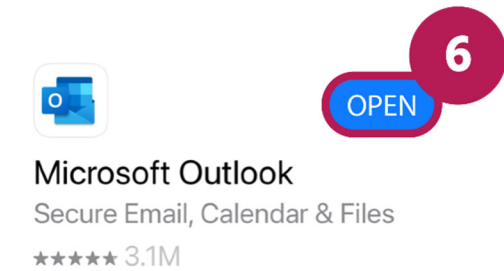1. Find and tap the App Store



2. Tap on the Search button



3. In the Search field, type "**Outlook**" and tap "**Search**"
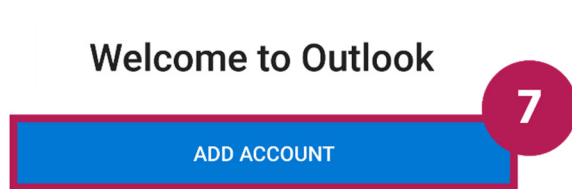4. Find the Microsoft Outlook app and tap "**Get**"



5. Follow the instructions on the screen to install the app
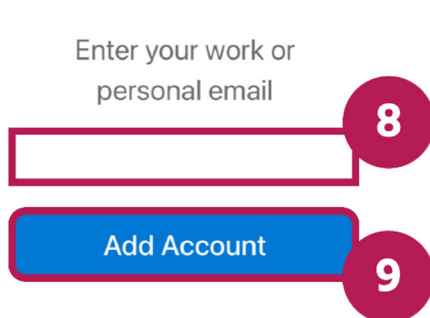
## Add an Account

6. After the app has been installed, tap "**Open**"



7. Tap "**Add Account**"



8. Enter your work email address
9. Tap "**Add Account**"



10. Follow any other instructions on the screen

11. Your inbox will appear