

Adding MyCOD email to iPhone – Outlook App

1. Open Outlook for iOS. The icon looks like this:



If you don't have it yet, <u>download it from the Apple Store</u>. **Note**: Available for iOS devices using **iOS 10.0** or higher.

2. First time using Outlook for iOS? Tap Get Started. Otherwise, tap the menu icon in the upper left corner.



3. Tap Settings > Add Account > Add Email Account.



4. Enter your email account password and tap Sign In.



5. If 2-Step verification for Office 365 is enabled, verify yourself using the method you set up (6 digit code, phone call, or using the Microsoft Authenticator app.



6. Tap **Yes** or **Allow** to give Outlook permission to sync calendar, contacts, etc.

| You can change these application permissions at any time in your account settings. | |
|--|----|
| Outlook Privacy & Cookies Terms | |
| Yes | No |
| | |

7. Swipe through the intro and you are now ready to use Outlook for iOS!

For Additional help visit Microsoft Support – Set up email using the iOS Outlook App