Setup for Microsoft Outlook App - IOS Devices
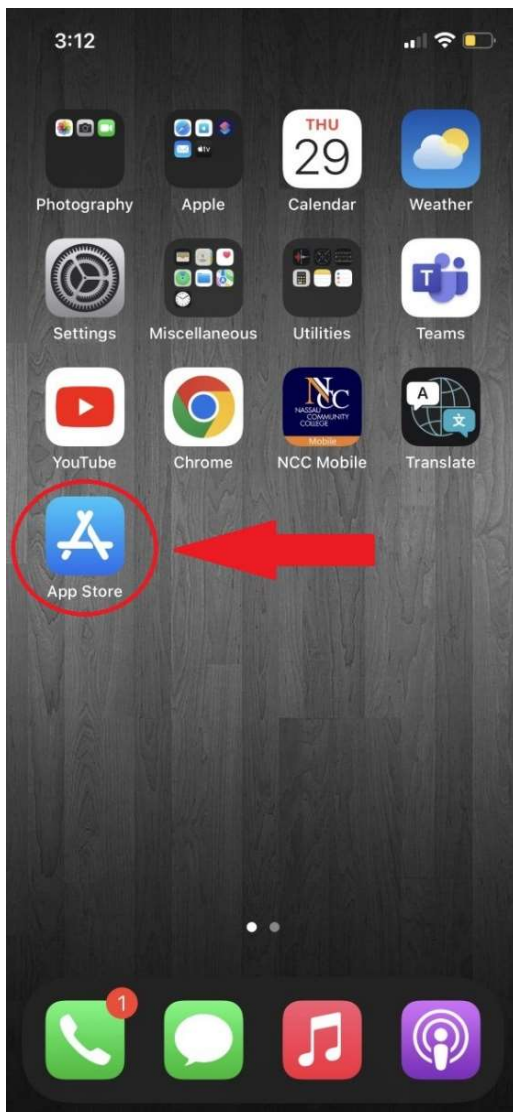
The images in this article were captured on an iPhone 12. If you're using an iPad or Apple Computer your screen may look slightly different.

If you need assistance, or have a question about this article, please call the Help Desk at 516-572-0629 option 2.

1. Tap the icon for the 'App Store' on your device's home screen. The 'App Store' will open up.

2. Tap the 'Search' tab in the 'App Store' and search for 'Microsoft Outlook'. Find 'Microsoft Outlook' from the list of search results, and tap 'GET'. Wait for the application to install.
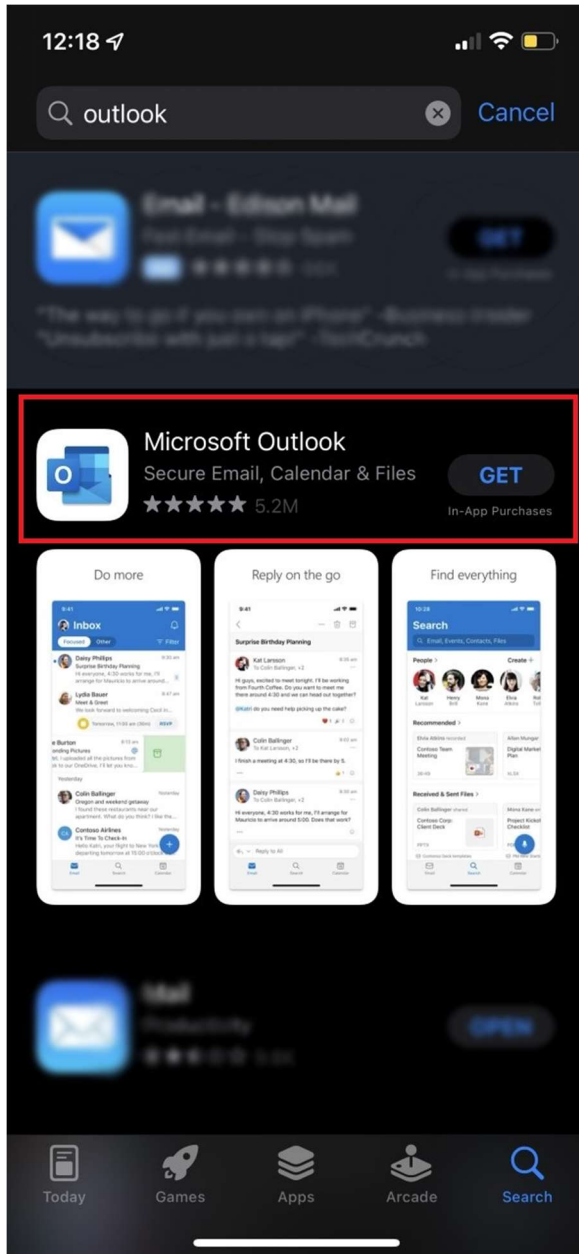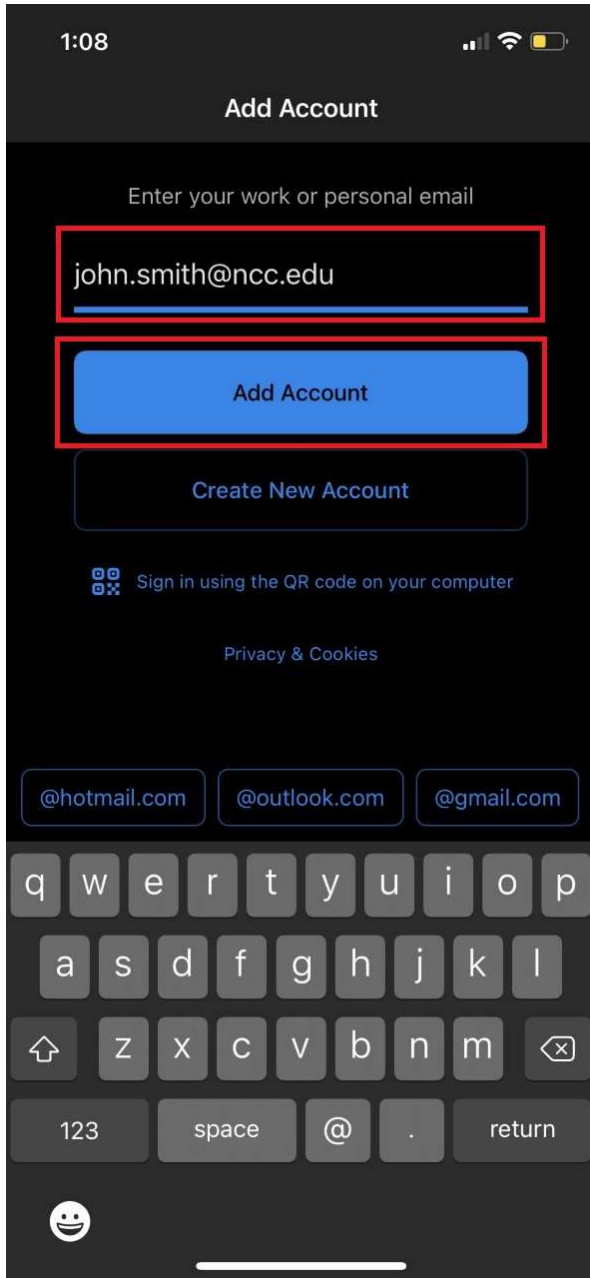
3. Go back to your phone's home screen and tap the 'Outlook' application to open it. The 'Outlook' application will open.
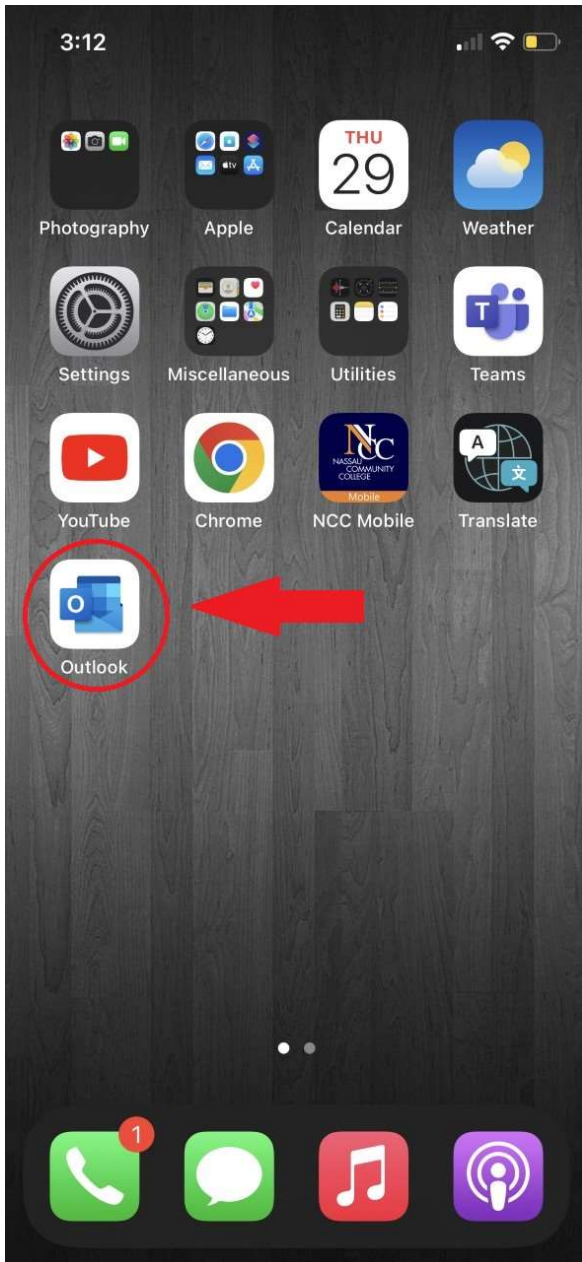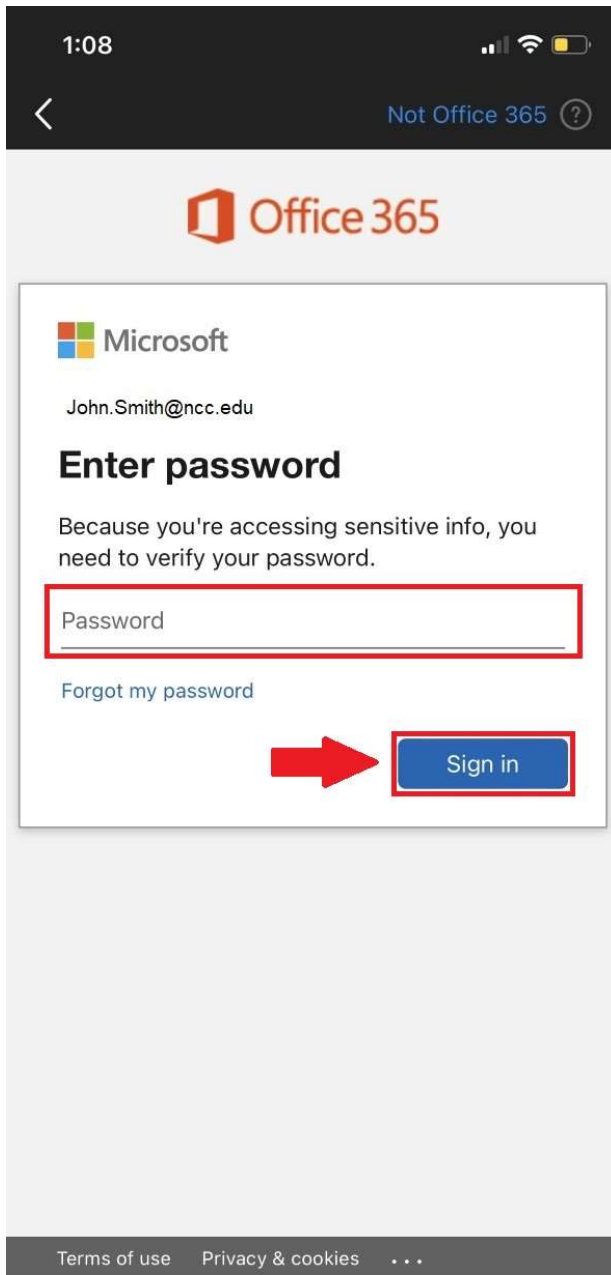
4. Type in your NCC email address. Tap the 'Add Account' button after you've typed in the NCC email address. You will be forwarded to a new screen.
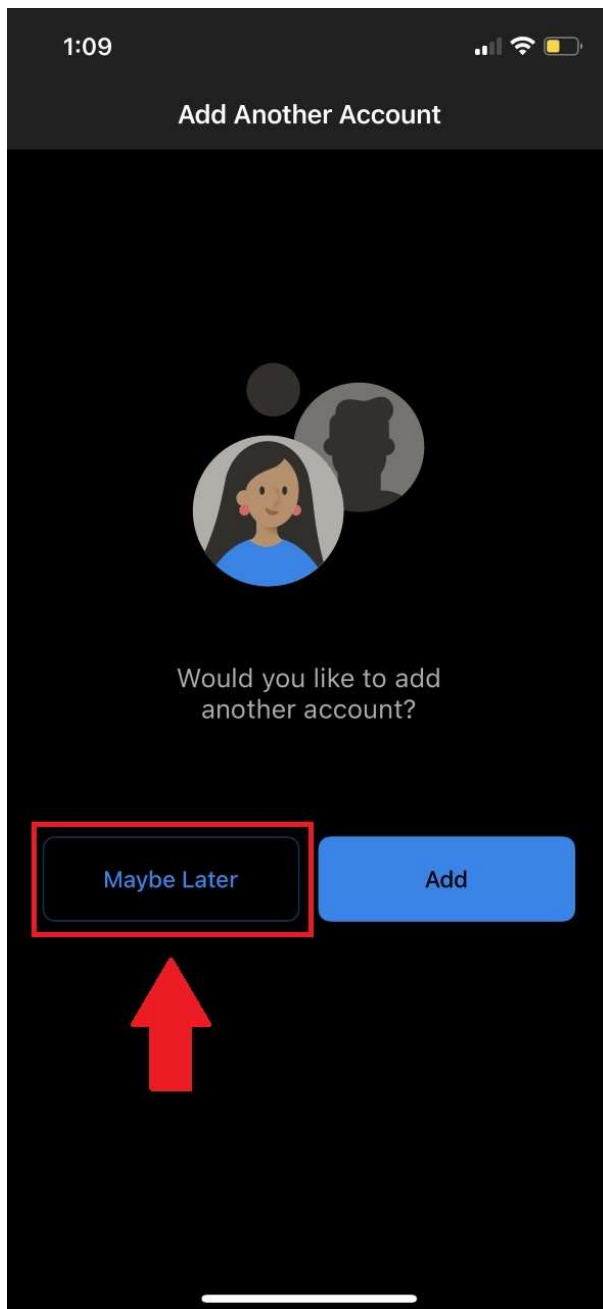   (e.g. john.smith@ncc.edu).

5. Type in your NCC Portal password in the 'Password' field and tap "Sign in".

6. After you've signed in successfully, you may be prompted to add another account or email address to Microsoft Outlook. Tap 'Maybe Later' to continue.

7. You may be prompted to 'Enable Notifications', if you don't want email notifications sent to your phone/mobile device make sure to tap 'No Thanks'.
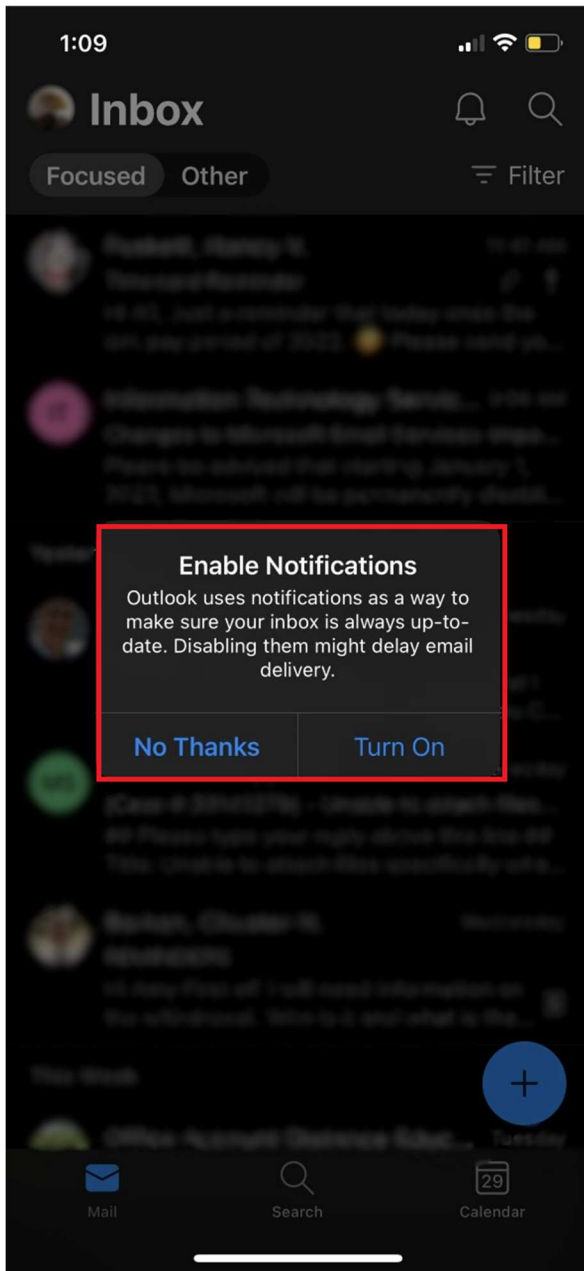
8. You will now be able to access your NCC email through Microsoft Outlook on IOS.