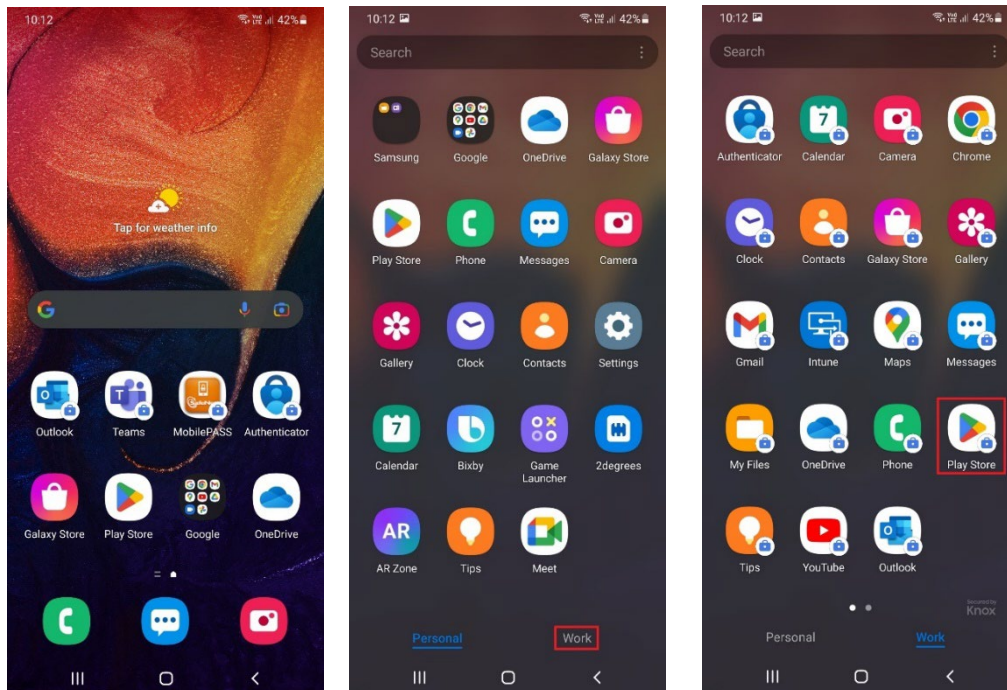


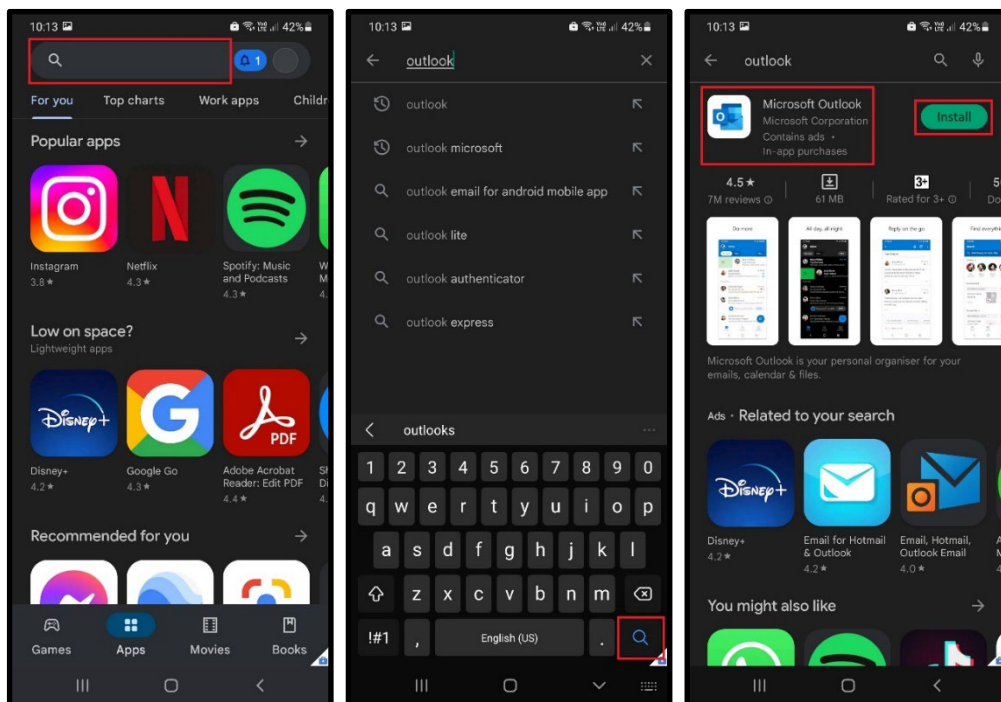
Setting Up Outlook on My Android / iPhone

Android Email Guide

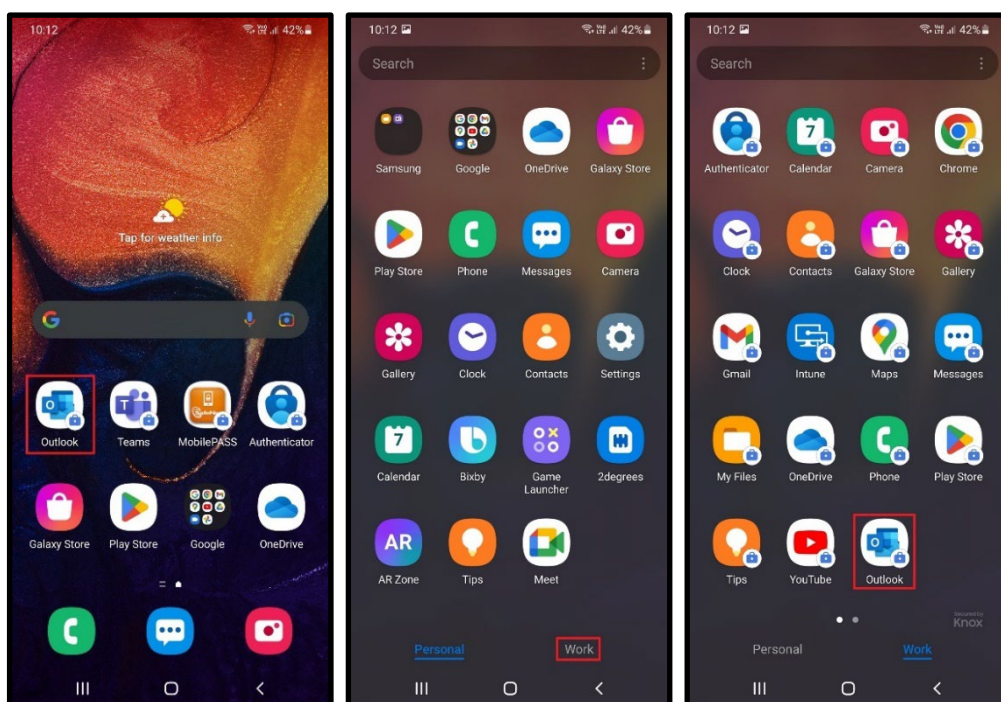
- Swipe up from the bottom of the Home screen to open the apps menu, tap **Work** in the bottom right of the screen (ignore if on a personal phone) then tap on the **Play Store** app. (Skip if Outlook is already installed).



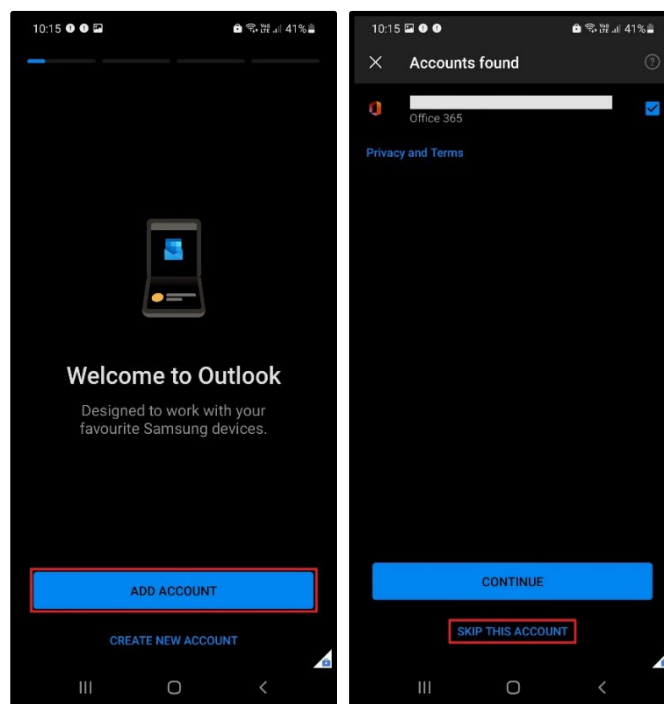
- Tap on the **search bar** at the top and type in Outlook, tap the **search button** in the bottom right, find **Microsoft Outlook** and tap **Install** (Skip this step if Outlook is already installed).



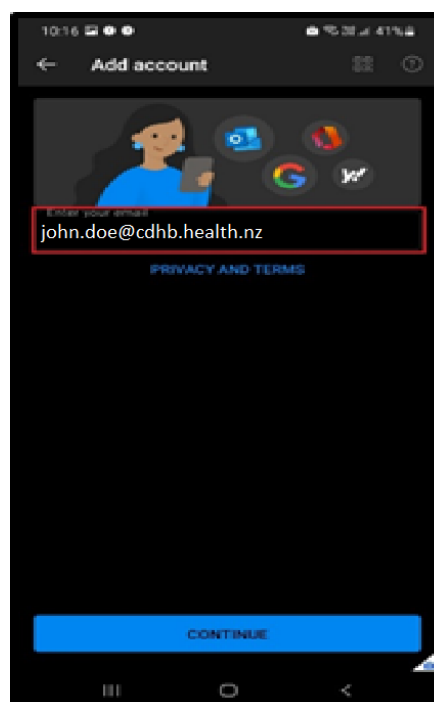
- Open the **Outlook App** on your phone. If you can't find it swipe up from the bottom to access the apps screen then tap on **Work** in the bottom right of the screen (ignore if on a personal phone).



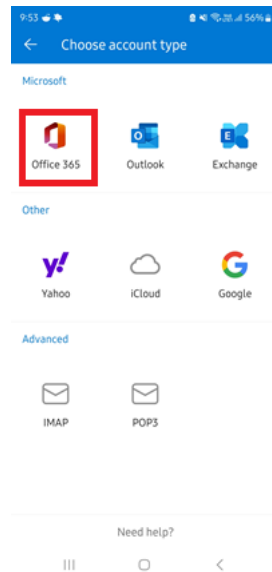
- Tap on **ADD ACCOUNT**, if it brings up the Accounts found screen tap on **SKIP THIS ACCOUNT** at the bottom of the screen.



- Enter your email address (e.g. firstname.lastname@cdhb.health.nz), tap **Continue**.



- Tap **Office 365**.

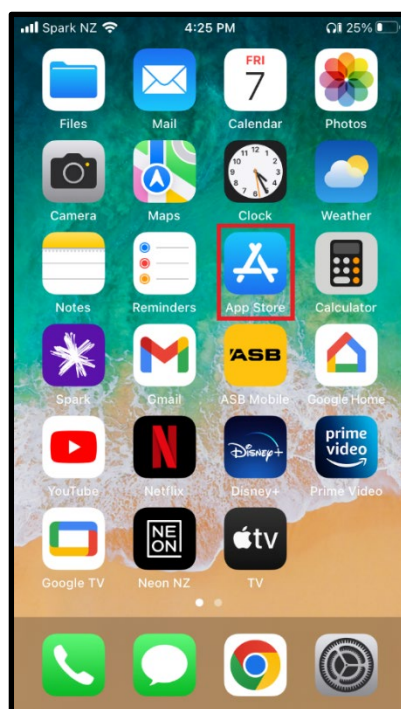


It may log the customer in automatically and only ask for the password. If so the mailbox should start to populate automatically! You are ready to go!

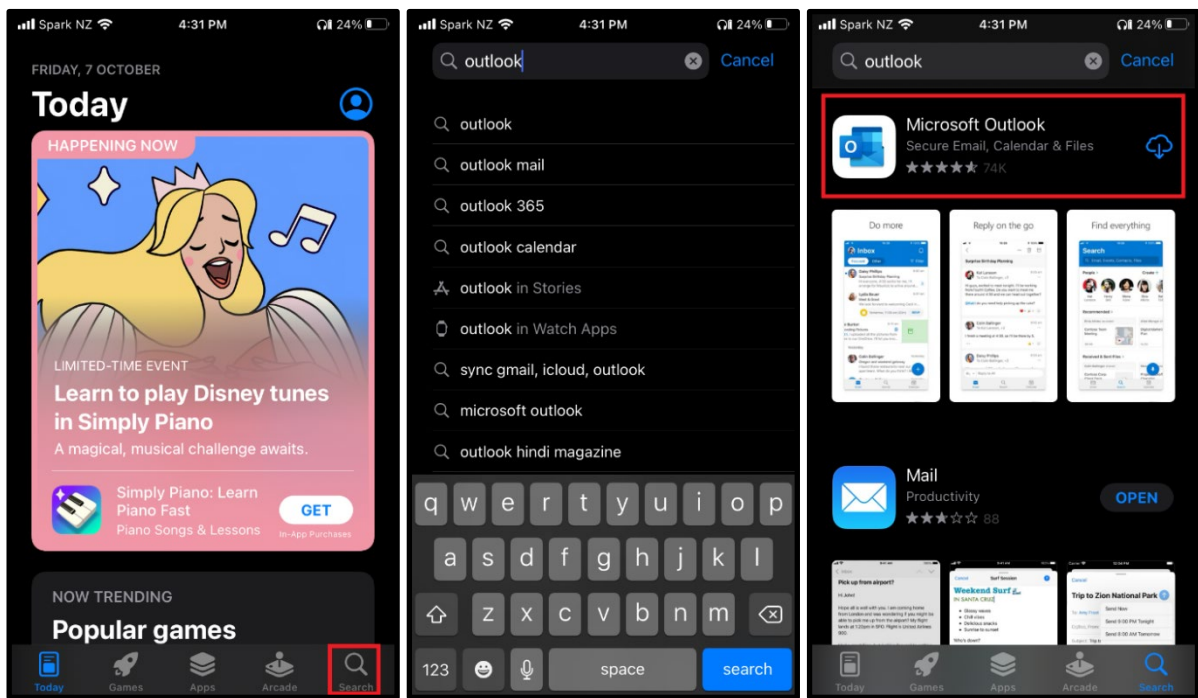
- If they are not on the network (at a Hospital in CDHB) it will ask them for MFA to verify who they are.

iPhone Email Guide

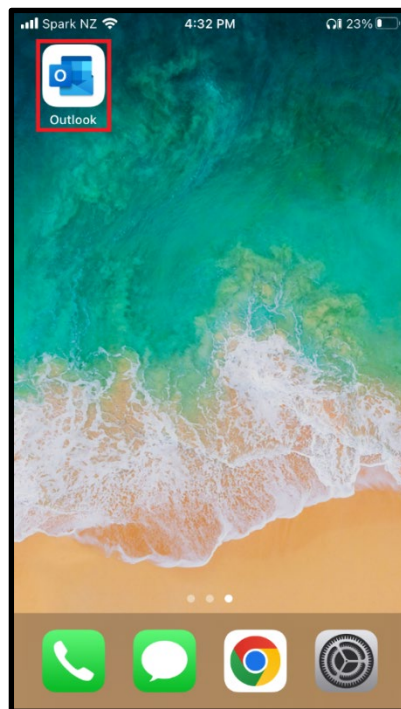
- Tap on the **App Store** app (Skip if Outlook is already installed).



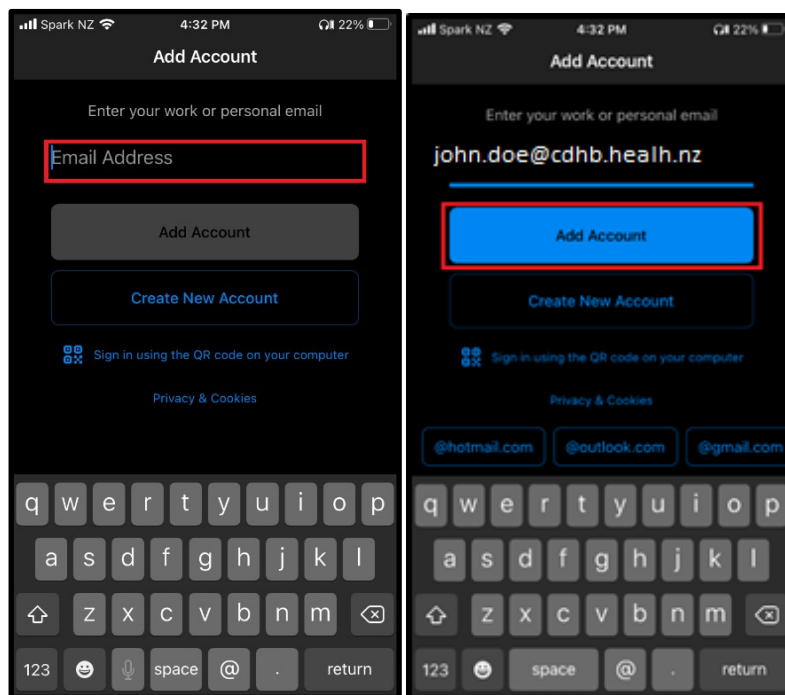
- Tap on the **Search** icon in the bottom right of the screen, type in Outlook in the **search bar** and download **Microsoft Outlook** (Skip if Outlook is already installed).



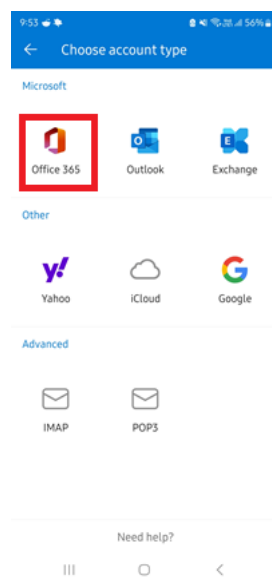
- Return to the home screen and tap on the **Outlook** app.



- Enter your email address (e.g. first.name@cdhb.health.nz)



- Tap on **Office 365**.



It may log the customer in automatically and only ask for the password. If so the mailbox should start to populate automatically!

If they are not on the network (at a Hospital in CDHB) it will ask them for MFA to verify who they are.