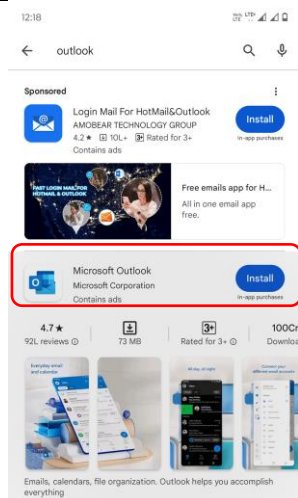


Steps to Mobile Outlook Configuration

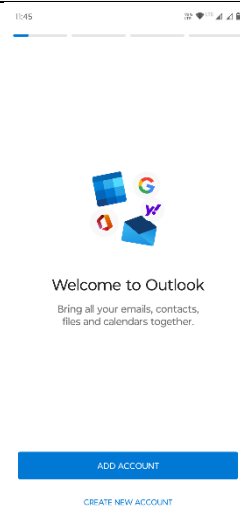
1.

Install Outlook application on your phone then click on application to open



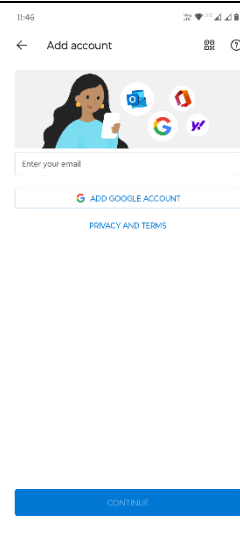
2.

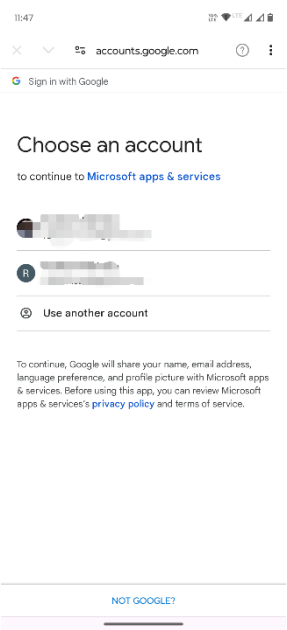
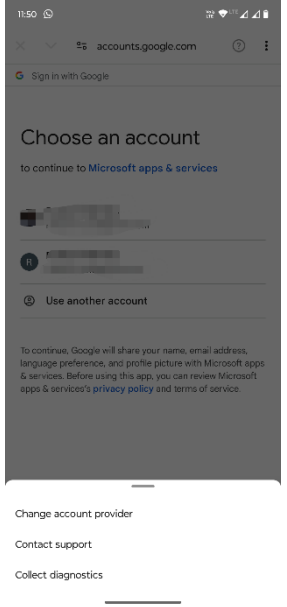
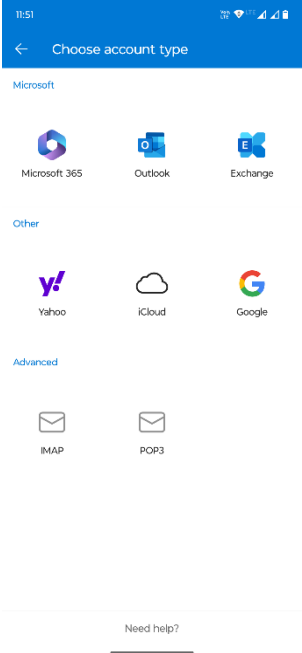
Click on Add Account

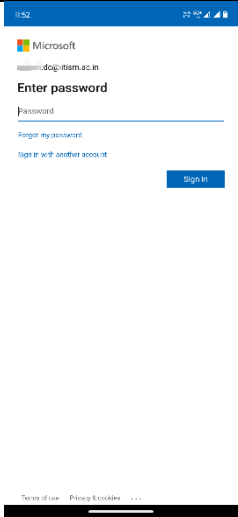


3.

Enter your institute email-id then click on continue



4.	Click on >> NOT GOOGLE?	
5.	Click on change account provider	
6.	Select Microsoft 365	

7.	Enter your password	 A screenshot of a Microsoft account login screen on a mobile device. The status bar at the top shows the time as 11:52, the date as 27/10, and battery and signal icons. The Microsoft logo is at the top, followed by the email address 'mduffy@msn.se' and the text 'Enter password'. Below this is a password input field with a blue underline. Links for 'Forgot my password?' and 'Sign in with another account' are visible. A blue 'Sign in' button is at the bottom right. At the very bottom, there are links for 'Terms of use' and 'Privacy & cookies'.
8.	Click on Maybe Later	