

Configuring the Outlook Mobile App to connect to your Office 365 Mailbox

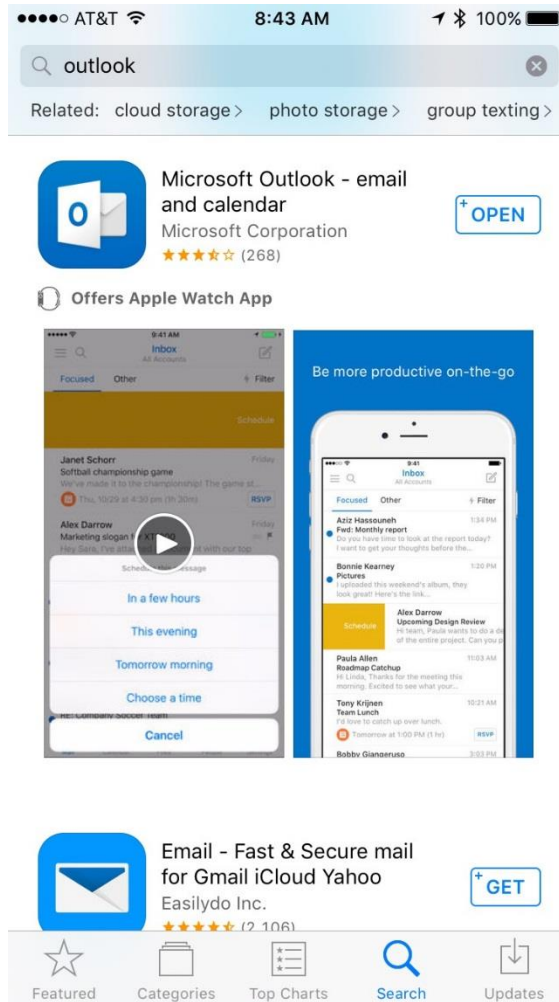
Updated 2/01/2017

DISCLAIMER: Connecting your phone to your mailbox via this method will require that you accept the default mobile device security policy enforced by the Cyber Security Program Office. This policy requires that a passcode lock be implemented on your mobile device screen which locks your screen and after 15 minutes of inactivity. For more information on this policy, please review the “Terms of Service” tab on the following web page

<http://inside.anl.gov/services/mobile-devices>

If you do not want to enable this security feature, please do not move forward with this configuration.

1. Search for and Install the Outlook App from your mobile device's App store



2. Open the Outlook App and choose "Get Started"

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9:07 AM

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Outlook

A better way to manage your email.

[Get Started](#)

[View our Privacy Policy](#)

3. Choose whether or not you'd like to be notified of incoming messages and events. This can be changed later.

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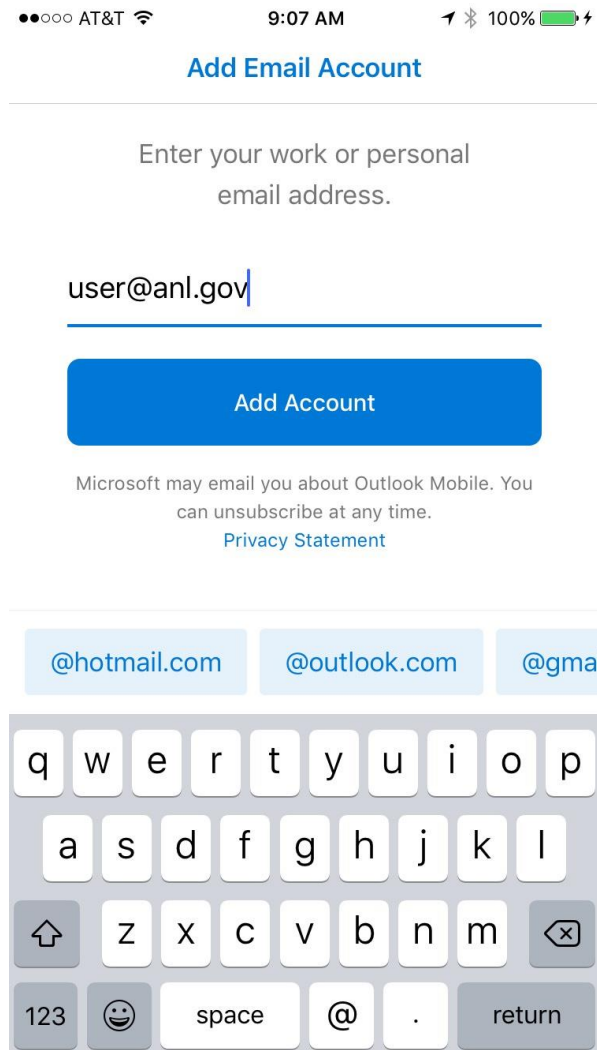
Get Notified

Don't miss out on important
emails or calendar events

No Thanks

Notify Me

4. Enter your email address in the syntax user@anl.gov, then choose “Add account”.



5. Sign in with your ANL domain username and password, then choose “sign in. Username should be in the format [user@anl.gov](#)

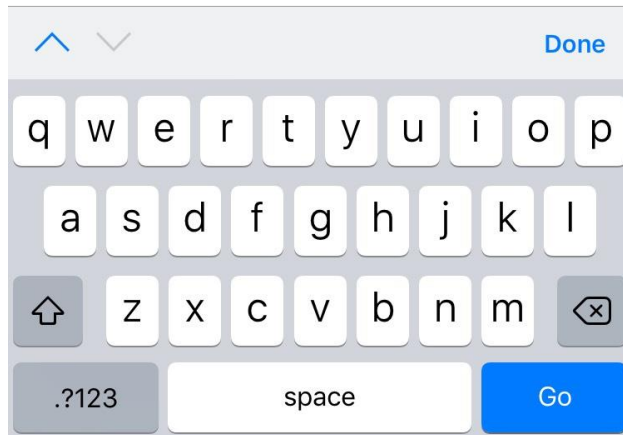
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< Not Office 365 ?




Argonne National Laboratory

Sign in with your organizational account

Sign in



6. Choose "Maybe Later" to skip adding additional accounts

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[Add Another Account](#)



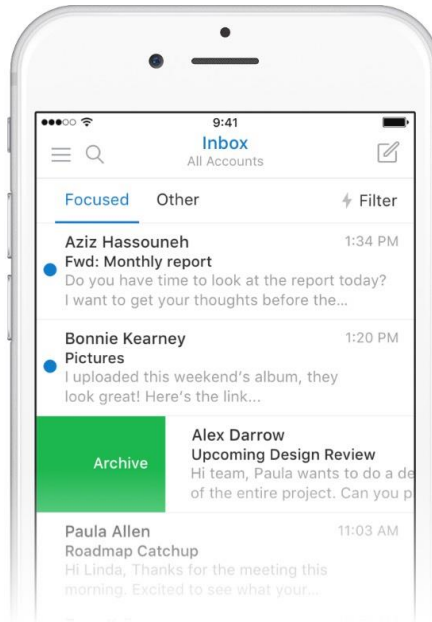
Would you like to add
another account?

Maybe Later

Let's Do It!

7. Choose “Skip” to disable “Focused Inbox”, or the arrow to leave it enabled.

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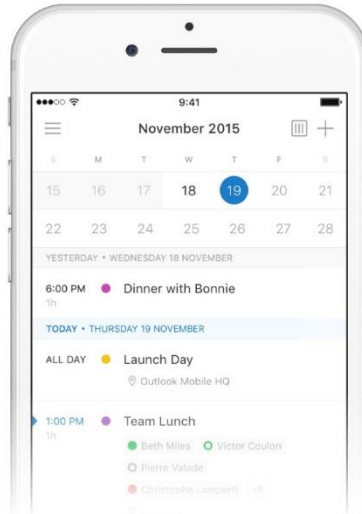
Focused Inbox

We've put your most important,
actionable emails here.

Skip ● ● ● →

8. Choose “Skip” to disable your Calendar from synchronizing with the Outlook app, or the Arrow to enable it. It’s recommended you leave it enabled

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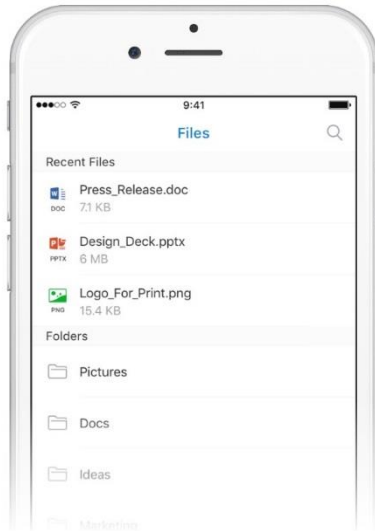
Calendar

All of your events are a tap away in the calendar.

Skip ● ● ● →

9. Click the arrow button to enable the capability to add attachments from cloud storage, or Skip to disable this capability. This will complete your setup

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Attach Files

Attach files from Dropbox, Google Drive, OneDrive, or your mailbox.

Skip ● ● ● →