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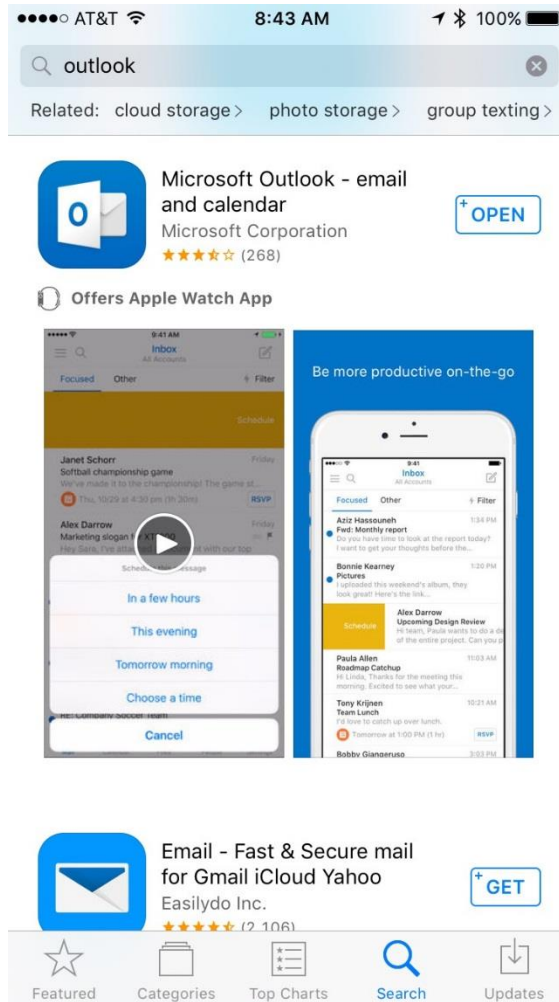
2. Open the Outlook App and choose "Get Started"

Outlook

A better way to manage your email.

Get Started

View our Privacy Policy

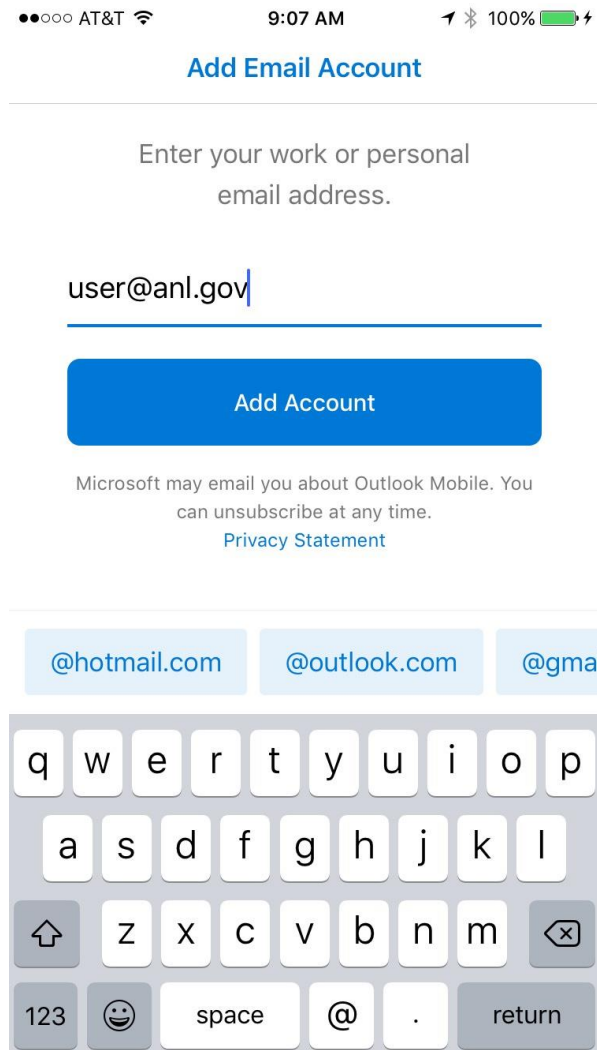3. Choose whether or not you'd like to be notified of incoming messages and events. This can be changed later.

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
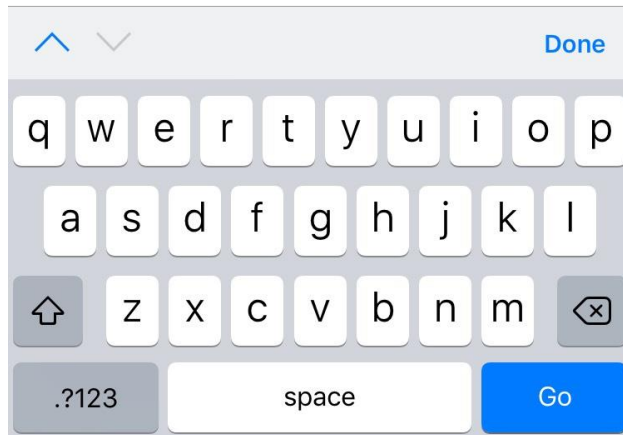
6. Choose "Maybe Later' to skip adding additional accounts
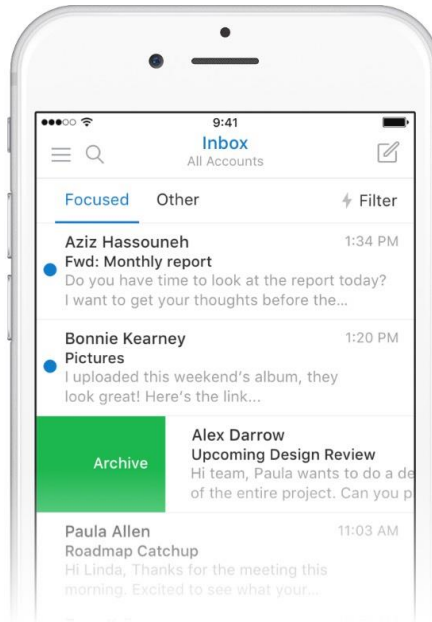
Add Another Account

Would you like to add
another account?

| Maybe Later | Let's Do It! |

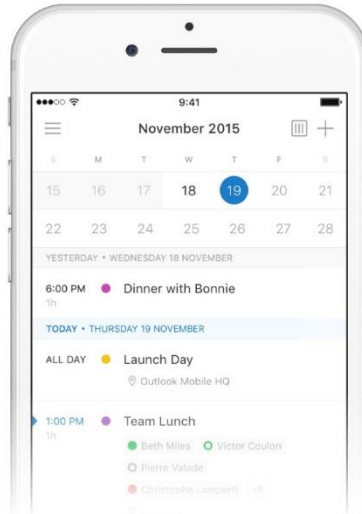7. Choose "Skip" to disable "Focused Inbox", of the arrow to leave it enabled.

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

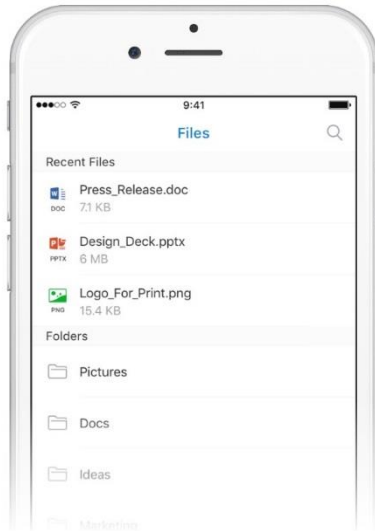9. Click the arrow button to enable the capability to add attachments from cloud storage, or Skip to disable this capability. This will complete your setup