

# Office 365 Email Instructions

## Outlook (Android/iOS)

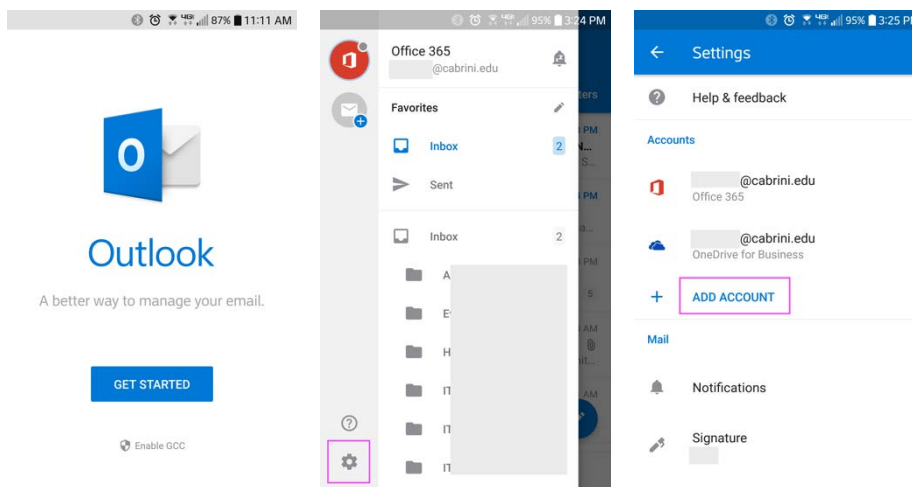
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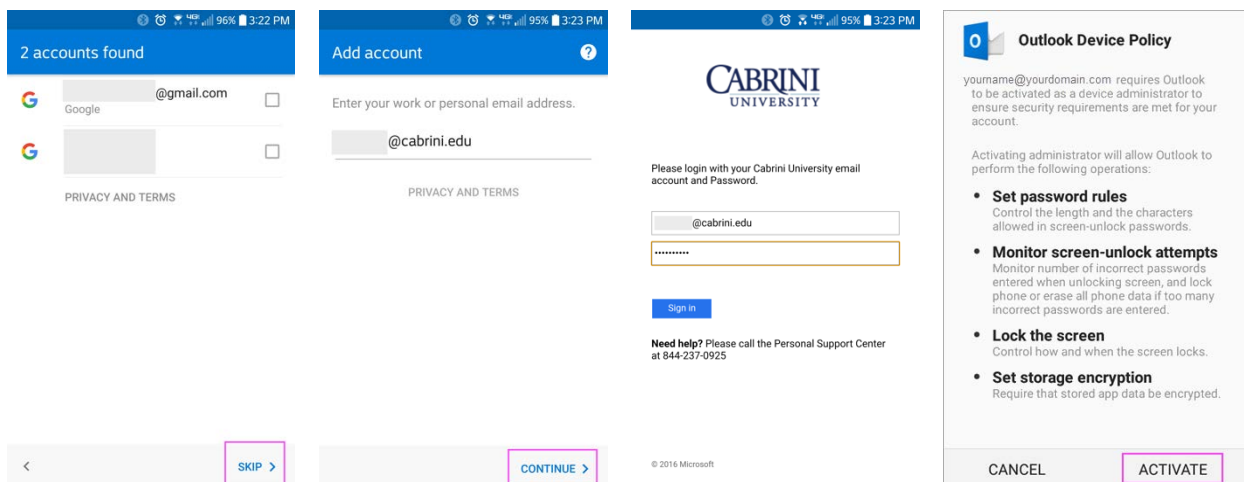
Note: This apply to the Android and iOS versions of Microsoft Outlook, which is available for free download in their app stores.  
Disclaimer: Because Outlook's appearance may vary between device types, ITR cannot guarantee 100% accuracy of these instructions.  
Menu options may vary.

## Adding an Account to Outlook

1. If you do not have it installed already, download **Microsoft Outlook** from the Android or iOS app store.
2. If this is your first time using Outlook, select **Get Started**.  
If you already use Outlook with another email account, swipe from the left to find **Settings** and select **Add Account**.



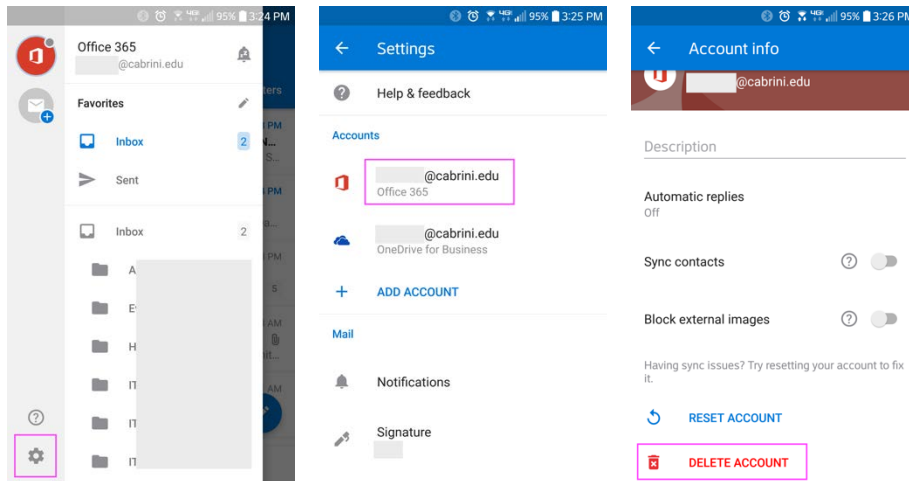
3. If Outlook detects any email accounts already configured on your device, uncheck them and select **Skip**.
4. Enter your Cabrini email address (abc123@cabrini.edu) and select **Continue**.
5. You will be redirected to Cabrini's Office 365 sign-in screen. Enter your email password and select **Sign In**.
6. On the next screen, select **Skip** if you do not want to add another email account to Outlook.
7. If you receive a security prompt, select **Activate**.



8. Your email account is now configured. Your Office 365 email, calendar, and contacts are now synched with Outlook. Your Office 365 OneDrive account is also automatically connected.

## Removing an Account from Outlook

1. Swipe from the left to find **Settings**.
2. Select your Cabrini Office 365 email address.
3. Scroll down and select **Delete Account**.



4. Your Cabrini email account is now removed from the Outlook app. This does not delete your emails from Office 365.

## Updating Your Email Password

When your Cabrini email password changes, Outlook will automatically prompt you to sign back into Office 365. If you experience syncing issues after your password changes, try removing your email account and re-adding it.