



WUmail email configuration: Microsoft Outlook App (iPhone)

1. Open App Store app, click Apps, click on magnifying glass in top right corner, and search for Microsoft Outlook.



2. Download, install, and run the Microsoft Outlook app (see logo above). Once installed, the app will be named 'Outlook'.
3. Once opened, click **Get Started**.
4. Choose whether you want to be notified.
5. Enter your WUmail email address, then click **Add Account**.
6. You should be taken to the Widener login screen. Please enter your WUmail password, then click **Sign in**.
7. At the 'Would you like to add another account?' screen, click **Maybe Later** to proceed.
8. Next is a tutorial on how to use the app. You can swipe, click the **right arrow** or **Skip**.
9. That's all it takes! Note that there are icons at the bottom of your screen for your email, calendar, OneDrive for Business, and contacts.
10. Clicking the 3 lines in the top left of the app will give you access to your folders.