MICROSOFT OUTLOOK
MOBILE APP CONFIGURATION

The following instructions are for configuring the Microsoft Outlook mobile app to access your Tri-C email account.

- Install the Microsoft Outlook app from the App Store, then tap the Microsoft Outlook icon to launch the app.

- When prompted, enter your email address then tap Add Account or Continue.

- Enter your password then tap Sign in *Note: This will be the same password you use to logon to the Tri-C network.*

- (Android) Tap Activate to activate device administrator. Tap Activate again, then tap Set New Password.

- (Android) Select and enter a PIN or Password.

- If your device hasn't been configured to use a passcode, you will be required to set one up before you can proceed.

- When prompted to add another account, tap Maybe Later (this appears after the tutorial screens and notification screens on Android device).

- If you wish to bypass the tutorial screens tap Skip.

- When prompted to Enable Notifications, tap Turn On.

- When prompted to allow Outlook to send notifications, tap Allow.

- At this point your inbox should begin to populate along with your calendar entries.