

OUTLOOK MOBILE APP CONFIGURATION



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

- Install Outlook Mobile from the application store for your specific mobile device. Open Outlook Mobile.
- When prompted, enter your email address and tap Add Account or Continue.
- Enter your password and tap Sign in
Note: This is the same password you use to sign in to the Tri-C network.
- (Android) Tap Activate to activate device administrator. Tap Activate again and 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.
- Your inbox should begin to populate, along with your calendar entries.