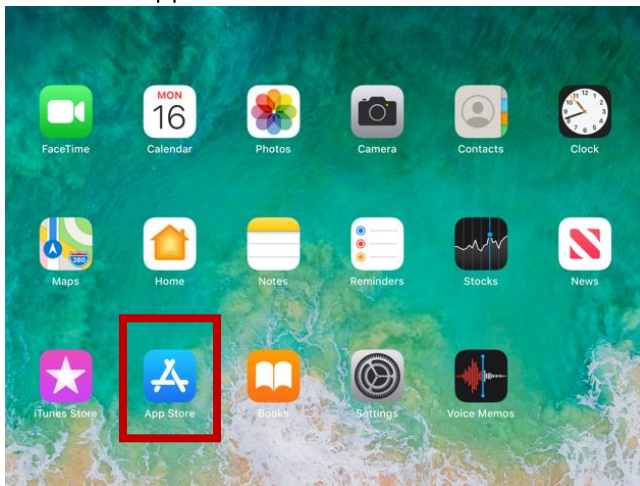# Guide for the Installation and login of Microsoft Outlook for IOS devices
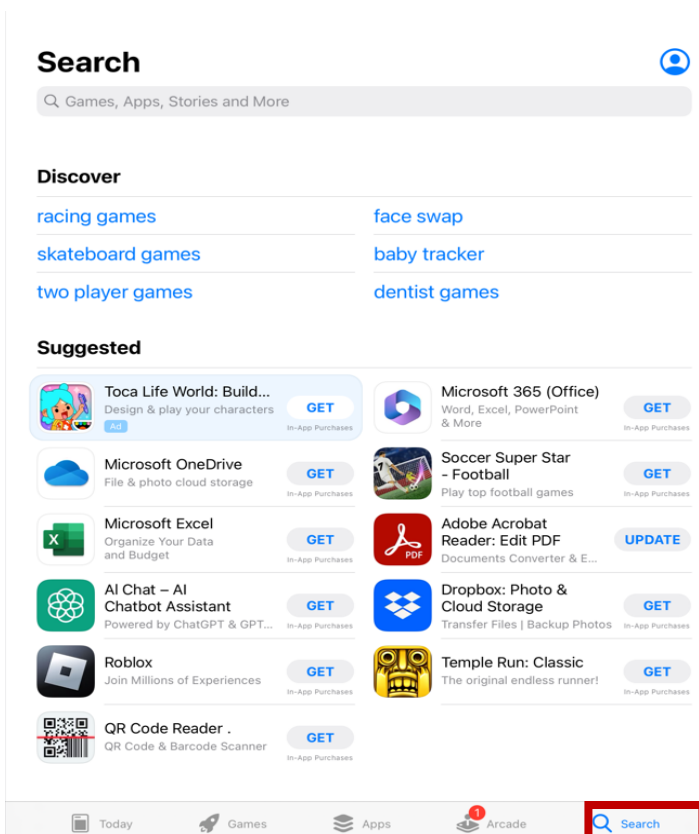
In order to use the Microsoft Outlook mobile application, the following prerequisites are needed:

- Device must be using the latest IOS version (or the previous 2 versions.
- Device must be connected to the internet (preferrable on Wi-Fi
- Device must have access to download applications from the app store.
- Have an iCloud account.
- You will need to have an authenticator setup (Mobile number/Email/App/)
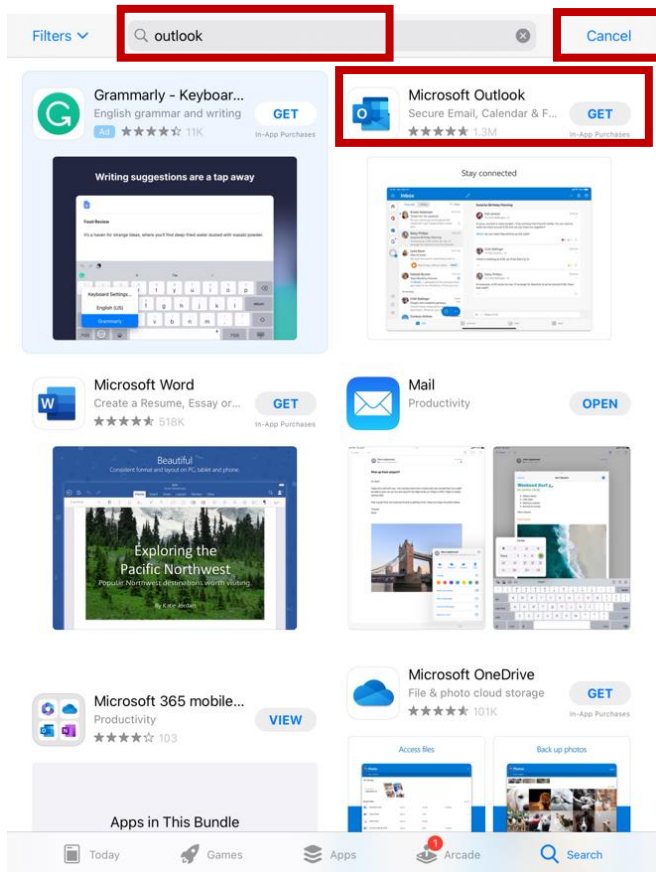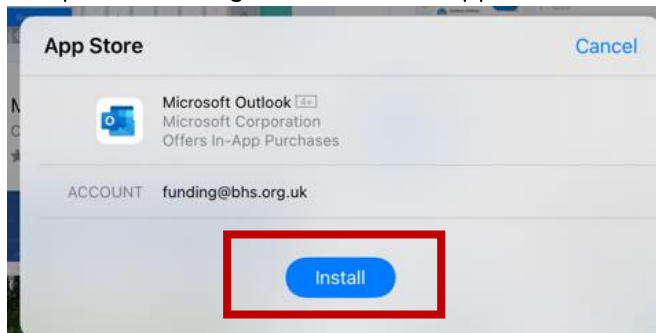
Select the "App Store"

Select "Search" from the bottle right of the screen.

In the search box type "Outlook" then press "Search"
Select "Get" Microsoft Outlook

If required enter login details for the app store – select "Install".
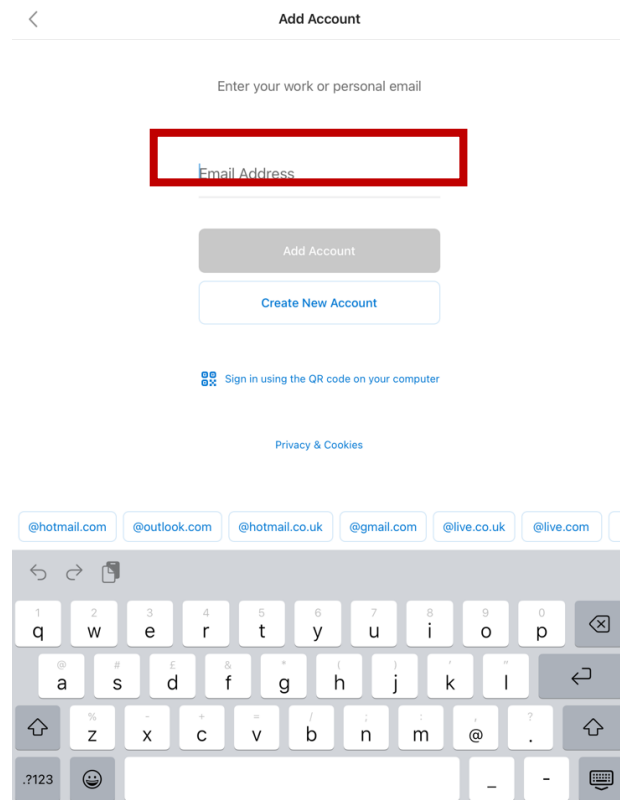
Select "Add Account"

Welcome to Outlook

Bring all your emails, contacts, files and calendars together.
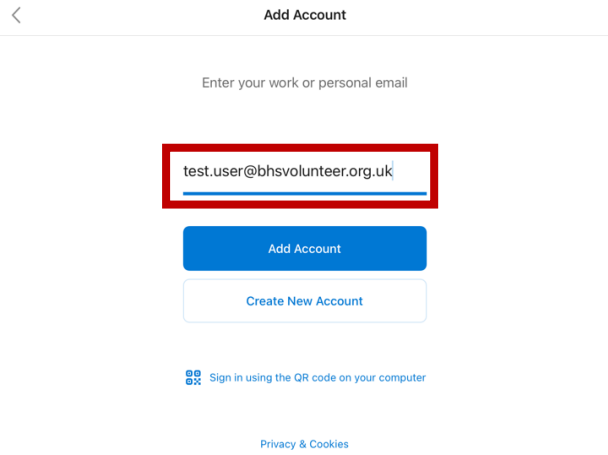
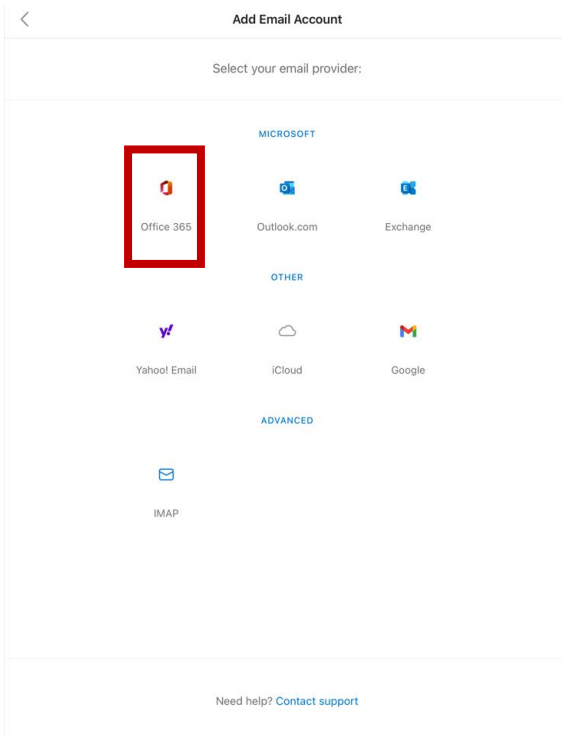**Add Account**

Create New Account
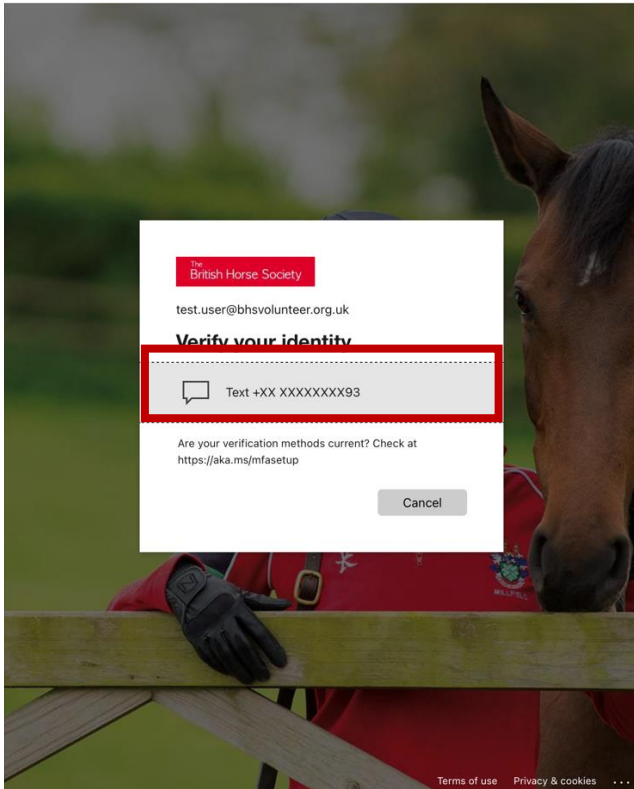
Enter your BHS Volunteer email address.

Select "Add Account"

Select "Office 365"

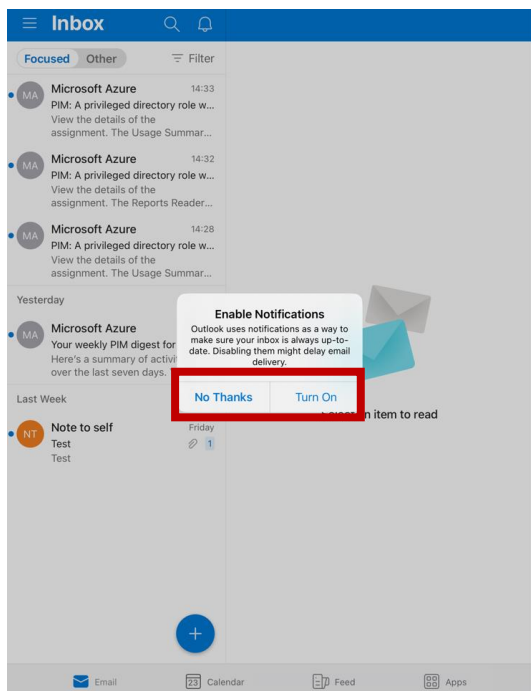

Select (your chosen) "Verify your identity".

Select "Maybe Later"
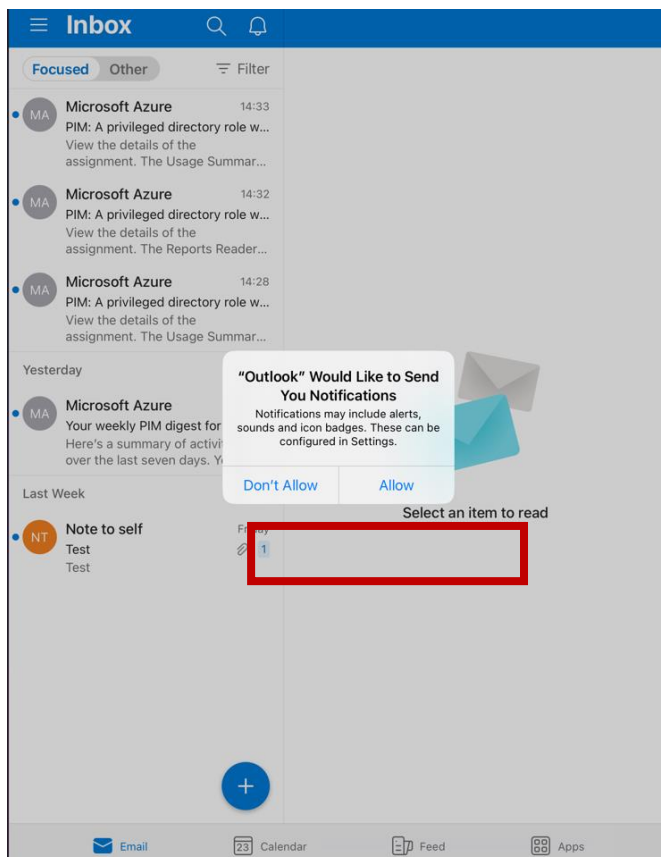
Select "No thanks" or "Turn on" depending on your preference

Select "Don't Allow" or "Allow" depending on your preference.

Guide complete – You will now have access to your BHS Volunteer email account.