SDU 🎸

Guide to setup of mail in Outlook app on iPhone

Step 1: Start by opening your Outlook app.



Step 2: Click on your icon on the top left.



Step 3: Click the 'settings' button

| | 15.31 | 4 | | .11 40 | G 💼 |
|-----------------|-------|------------------|-----------------|--------|-------------------|
| | E | Out | look.com | Û | |
| | | Favo | ourites | Ø | Filter |
| | Co | 00 | Din familie | 1 | 2 |
| | | | Inbox | 1 | 14.28 |
| | | Ð | Drafts | | app en elsk |
| | | - | Archive | | 12.46 |
| | | \triangleright | Sent | | owser kin |
| | | 00 | Groups | 1 | 07.02 |
| | | Ŵ | Deleted | | d ine |
| | | Eø | Junk | | 04.15 |
| | | Ľ | Archive | | get vers |
| | | Ľ | Samtalehistorik | | |
| | | | | | onday |
| | | | | | e, så |
| | ? | | | | |
| $ \rightarrow $ | (Å) | | | | |
| | | | | • | |

Step 4: Click on the account you want to delete.

| | 15.31 🕫 | 11 4G | Ĵ |
|--|------------------------------|---------------------|---|
| | × | Settings | |
| | General | | |
| | Help & Feedback | | > |
| | Set Default Email A | qq | |
| | Email Accounts | | |
| | Outlook.com | | > |
| | Add Email Account | | |
| | Storage Accounts | | |
| | OneDrive | | > |
| | Add Storage Accou | int | |
| | Email | | |
| | Notifications | | > |
| | Default | | > |
| | Signature | Get Outlook for iOS | > |
| | Swipe Options | Set Up / Archive | > |
| | Focused Inbox 🕐 | |) |
| | Badge Count | Focused Inbox | > |

Step 5: Click 'Delete Account'

| 15.37 √ | | •11 4G |
|----------------|-----------------------|-----------------|
| < | Exchange | |
| Info | | |
| Email | | @student.sdu.dk |
| Description | | @student.sdu.dk |
| Account Settin | ngs | |
| Automatic Re | eplies | OFF > |
| Block Extern | al Images 🕐 | |
| Save Contac | ts 🕐 | |
| Sync is | sues? Try resetting y | our account. |
| | Reset Account | t |
| | Edit Log-in Inform | ation |
| | Delete Accoun | t |
| | Microsoft sync techr | ology |
| | | |
| | | |
| | | |
| | | |
| | | _ |

Now you have deleted your e-mail account



Now you need to add your account.

Step 6: Open the Outlook app



Step 7: Click on your icon on the top left.



Step 8: Click the 'settings' button

| 15.3 | 31 7 | "11 4G 🔲 |
|------|-------------------|--------------|
| E | Outlook.com | Ģ |
| | Favourites | |
| G | Oo Din familie | 1 2 |
| | Inbox | 1 14.28 |
| | Drafts | en elsk |
| | - Archive | 12.46 |
| | ▷ Sent | owser kin |
| | Oo Groups | 1 07.02 |
| | Deleted | d ine |
| | 20 Junk | 04.15 |
| | Archive | get rers |
| | C Samtalehistorik | |
| | | onday |
| | | e, så |
| ? | | |
| | | iide |
| | | |

Step 8: Click 'Add E-mail Account'

| 15.31 🔊 | | 11 4G 🗖 |
|------------------------------|-------------|-----------|
| × | Settings | |
| General | | |
| Help & Feedback | | > |
| Set Default Email Ap | qq | |
| Email Accounts | | |
| Outlook.com | | > |
| Add Email Account | | |
| Storage Accounts | | |
| OneDrive | | > |
| Add Storage Accou | nt | |
| Email | | |
| Notifications | | > |
| Default | | > |
| Signature | Get Outlook | for iOS > |
| Swipe Options | Set Up / / | Archive > |
| Focused Inbox 🕐 | | |
| Badge Count | Focuse | d Inbox > |

Step 9: Type in your SDU-mail. Press "Add Account"



ul 🕈 🕞

Add Account

Enter your work or personal email

Email Address



Step 10: You now need to press "Open Authenticator".





Open Authenticator



Step 11: You have now been sent to the following page, where you need to sign in.

SDU 🎸

Sign in with your organizational account xxx@student.sdu.dk Password Sign in Step 12: Chose "Maybe Later" 15.52 ul 🕈 🕞 Authentica... Add Another Account Would you like to add another account? Maybe Later Add

You've now successfully setup your mail in the Outlook app on iPhone.