


Installing the Outlook App on your iPhone

If you are currently using your phone's Mail Application to access your HHS email, you will need to download and begin using the Outlook Mail Application.

Remove Exchange Account from iPhone.

1. Go to Settings > Mail. The Accounts screen will open.
2. On the Accounts screen, tap the Exchange Account you want to remove.
3. Scroll down and click Delete Account. A warning window will open.
4. On the warning window, click Delete Account to finish.

Install Outlook on your iPhone.

1. Open the **iOS App Store**. If you have not done so. Search for and download the **Microsoft Authenticator** app. Follow the instructions [here](#) to download and set it up.
2. If you have not already, install the **Microsoft Outlook for iOS** app from the iOS App Store or [click here](#) to enter your phone number and receive a download link.
3. Open the Microsoft Outlook for iOS app. The icon looks like this: 
4. If your account is found, tap **Add Account**.

Note: If your account is found and the option to **Skip** is available, choose Skip and then type in your email address where requested and then **Add Account**

If your account is not automatically found, enter your HHS email address, then tap **Add Account**.

5. If requested, enter your email account password, and tap **Sign In**. Note, if you are already signed into another App (such as Teams) you may not be asked for your password.
6. Follow prompts to authenticate yourself with Microsoft Authenticator.
7. HHS requires you to Register your device before you can proceed. By registering, you are verifying your identity so the device can be validated by your organization. When prompted to register your device, tap **Register**.
8. If prompted to add another account, tap **Maybe Later**.
9. Tap **Skip** or swipe through the feature screens.
10. The message, *HHS (Hamilton Health Sciences) is now protecting its data in this app. You need to restart the app to continue*, appears. Tap **OK**.

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11. Restart Outlook for iOS and set up a Personal Identification Number (PIN) if prompted. The pin must be a minimum of six digits. You can also set up/use facial recognition as a security measure.