

How to Set up Outlook on an iOS (Apple) Device

Note: If you already have the Outlook app installed on your mobile device for UC Davis Health mail, you may skip steps 1-5.

Introduction

Open **Outlook**. The icon looks like this:

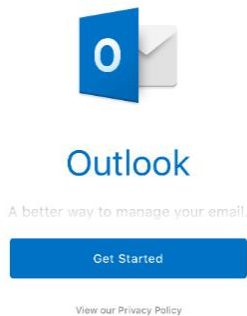


If you do not have it yet, [download it from the Apple Store](#).

NOTE: Available for iOS devices using iOS 11.0 or higher.

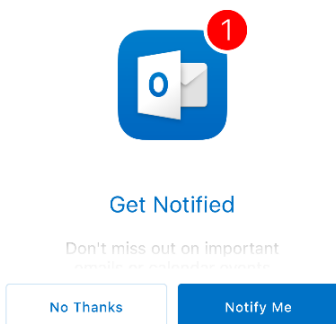
Step 1

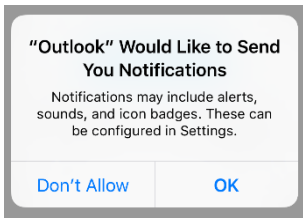
Open the Outlook app – Click Get Started



Step 2

Decide if you want the Outlook app to send you notifications, and tap the appropriate option.





Note: If you choose Notify Me, tap OK on the pop-up notification

Step 3

Enter your UC Davis email address. Tap Add Account when done.

[Add Account](#) ?

Enter your work or personal email.

yourname@ucdavis.edu

[Add Account](#)

Step 4

On the UC Davis ADFS login page, enter your UC Davis email address and your Kerberos passphrase. Tap Sign-In when done.



Sign in with your organizational account

[Sign in](#)

To Sign-in please use username@ucdavis.edu

[Need help?](#)

University of California, Davis, One Shields Avenue, Davis, CA
95616 | 530-752-1011

Step 5

On the Add another Account screen, tap Maybe Later

Add Another Account



Would you like to add another account?

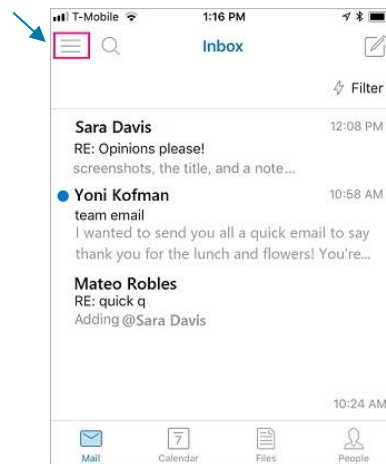
Maybe Later


Let's Do It!

Swipe through the Outlook app introduction screens, until you see your Inbox. You are now ready to use Outlook on your iOS (Apple) device! It may take a few minutes for all of your email to load.

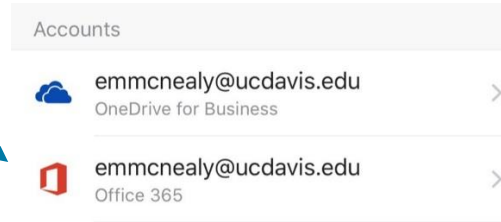
By default, the Outlook app **DOES NOT** synchronize your Outlook contacts to your devices. To enable synchronization of your Outlook contacts so they copy to your device, follow these steps:

1. Click the menu button at the top of your Outlook screen.

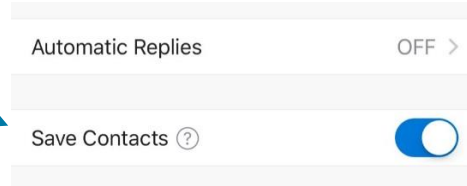


2. Choose the  icon.

3. Choose your Office 365 Account




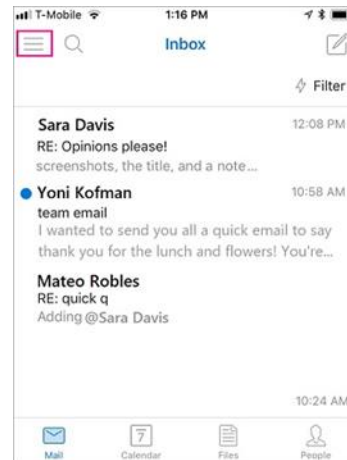
4. Use the **Save Contacts** slider to turn Sync Contacts on.




It may take a few minutes for all of your contacts to load.

Focused Inbox is enabled by default. If you would like to turn it off, please follow these instructions –

1. Click the menu button at the top of your outlook screen.
2. Choose .
3. Use the **Focused Inbox** slider to turn Focused Inbox off.

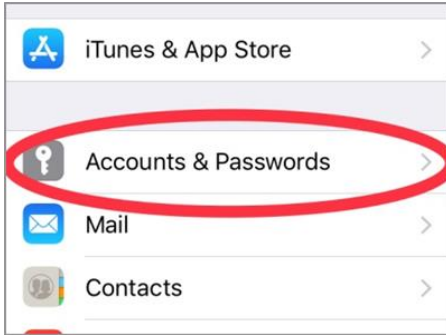


You may skip this section if you have never configured Apple mail  on your mobile device to connect to UC Davis Health Mail.

Once you have completed the process to install the Outlook App, you will need to remove the Exchange profile from your Current Mailbox via the Apple mail App. Please follow the steps below.



1. From your Home Screen locate the Settings Icon
2. Under settings scroll down to Accounts & Passwords



3. Select Exchange under the Accounts



4. Select Delete Account



5. Process Completed.