

## Set up email with Outlook for iOS

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#### Open Outlook for iOS

If you don't have it yet, download it from the App Store.

Note: Available for iOS devices using iOS 10.0 or higher.

Open the collapsed menu in the upper left corner.

Note: First time using Outlook for iOS? Just tap Get Started. Tap Settings > Add Account > Add Email Account.

Type your full email address, then tap Add Account.

Note: If you're prompted for more information, you may have to manually setup or use IMAP or POP.

Enter your email account password and tap Sign In.

Tap Yes or Allow to give Outlook permission to sync calendar, contacts, etc.

Swipe through the intro and you're now ready to use Outlook for iOS!

#### Set up email with iOS Mail app

Go to your device's Settings, scroll down and tap Mail > Accounts > Add Account.

Select Exchange.

Enter your Microsoft 365 email address, password, and a description of your account. Tap Next.

Note: Your email address should be your Microsoft 365 business account or school account. Such as *you@contoso.cn*.

If you're prompted to enter server settings, enter the following and tap Next.

- **Email:** your full email address.
- **Server:** partner.outlook.cn
- **Username:** your full email address.
- **Password:** email account password.

The Mail app may request certain permissions such as accessing your calendar and contacts. To agree, tap Yes.  
Then choose the apps you want your email account to sync with your iOS device and tap Save.