

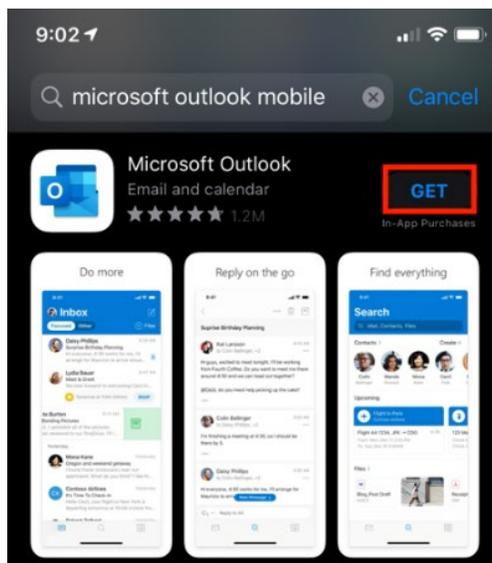
# iPhone Active Sync

## iPhone Active Sync Instructions for Phone Outlook App

1. On an iPhone, go to the App Store .



2. Search for **Outlook**, and install the Outlook app .



3. Sign in with your Apple ID, if prompted.
4. Open the app, tap **Add Account**, and choose to allow notifications.



## Welcome to Outlook

Bring all your emails, contacts,  
files and calendars together.

**ADD ACCOUNT**

CREATE NEW ACCOUNT



5. On the **Add Account** page, enter your Microsoft 365 email address and tap **Add Account**.

**Add Account**

---

Enter your work or personal email

 **Add Account**

Create New Account

 [Sign in using the QR code on your computer](#)

[Privacy & Cookies](#)

6. Enter your password, and tap **Sign in**.

 Microsoft

test\_email@example.com

**Enter password**

Keep me signed in

[Forgot password?](#)

[Sign in with a security key](#)

 **Sign in**

7. Approve sign in request.



## Approve sign in request

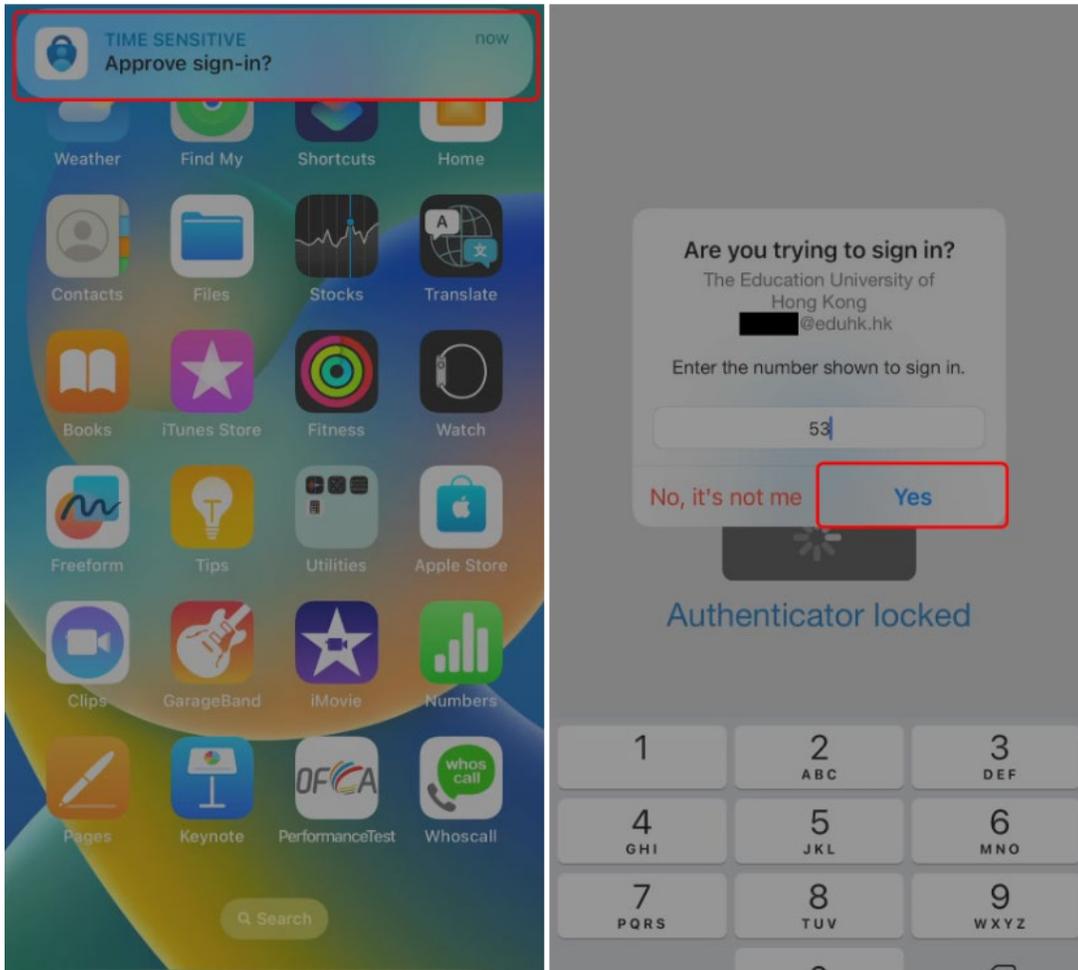
 We've sent a notification to your mobile device. Please open the Microsoft Authenticator app to respond.

53

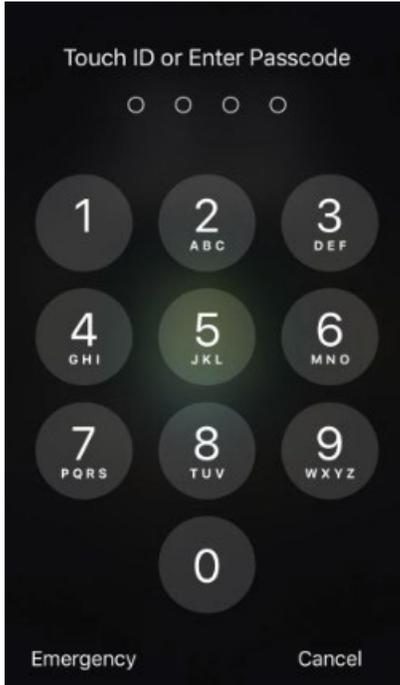
Having trouble? [Sign in another way](#)

[More information](#)

8. You will receive a notification on your device. Tap on the notification and enter the number from the sign in request.



9. Enter your passcode if prompted.



10. Optionally, you can add more accounts, or tap **Maybe Later** if you are done.



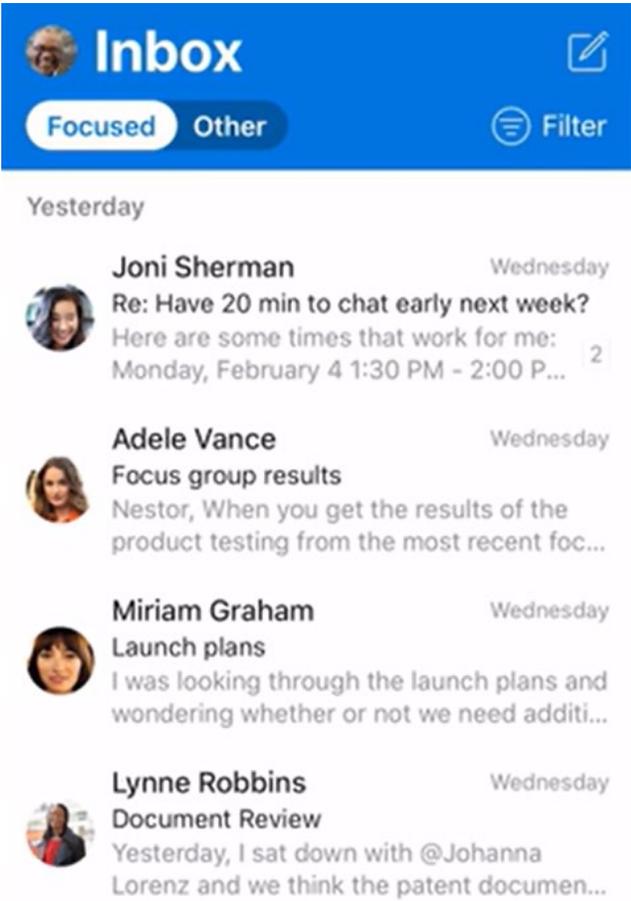
Would you like to add another account?

MAYBE LATER



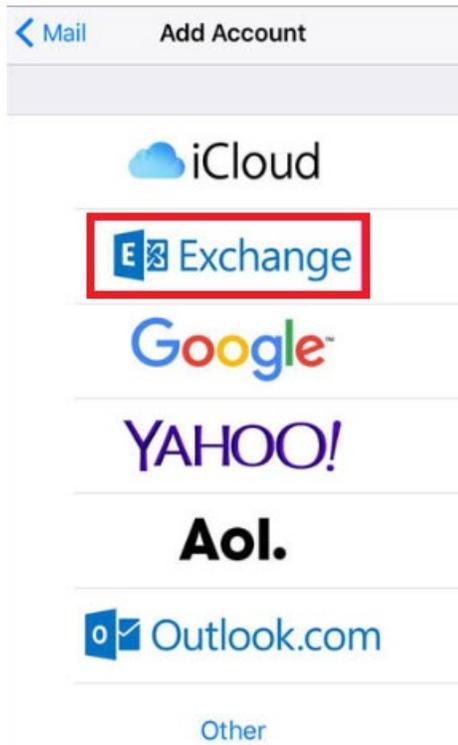
ADD >

11. After swiping through the guided tour, you will see your email.

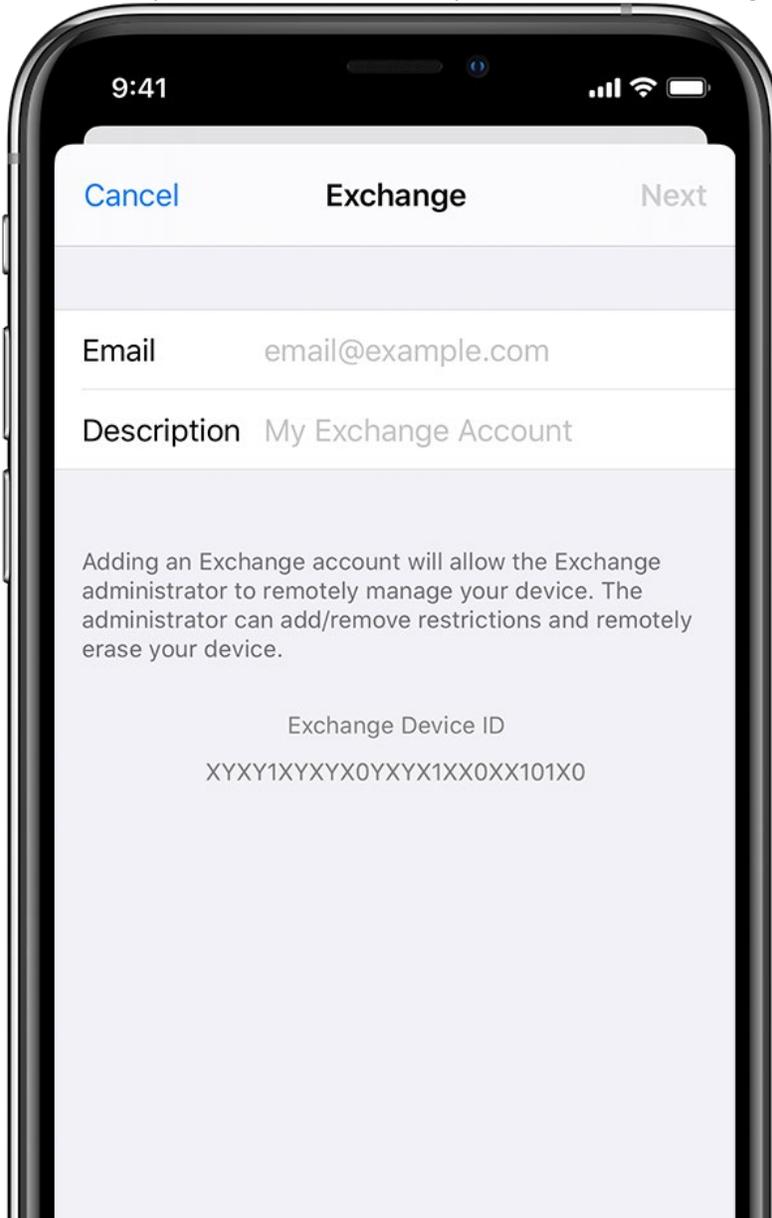


## iPhone Active Sync Instructions for Phone Mail App

1. Tap Settings>Mail>Accounts(Add Account)>Microsoft Exchange.



2. Enter your email address, then tap Next. Then enter Exchange for the description.



3. Click Sign In.

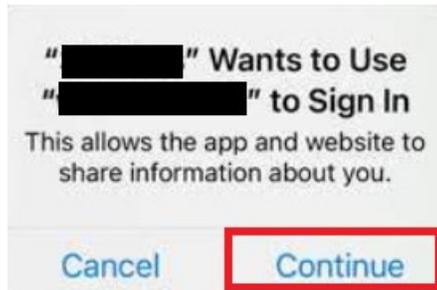
**Sign in to your  
“.com” Exchange  
account using Microsoft?**

Your email address will be sent to  
Microsoft to discover your Exchange  
account information.

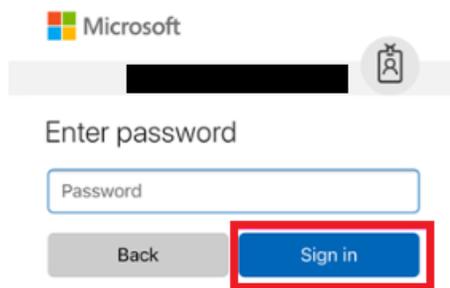
[Configure Manually](#)

[Sign In](#)

4. Click Continue.



5. Enter the password associated with your email account. Tap Sign In.



6. Choose the items you wish to sync and tap Save.

