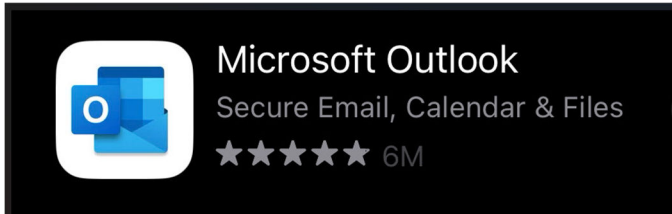


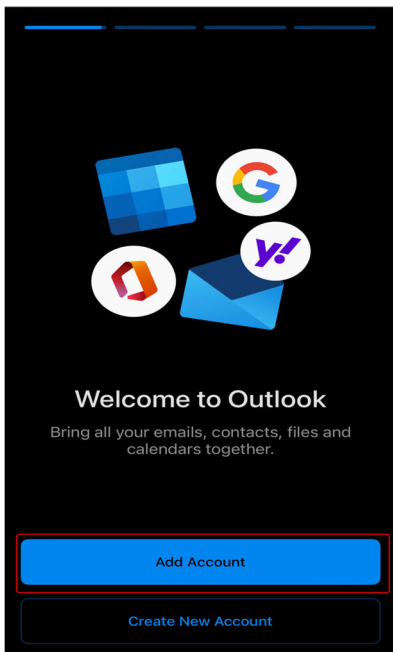
## How to Add Outlook to a Smart Phone

This is a breakdown of how to add Outlook and your email to your smart phone. Outlook is the only app you can use for email on your cell phone - default mail apps will not allow you to log in.

1. On your smart phone, please go to your app store and download Microsoft Outlook.

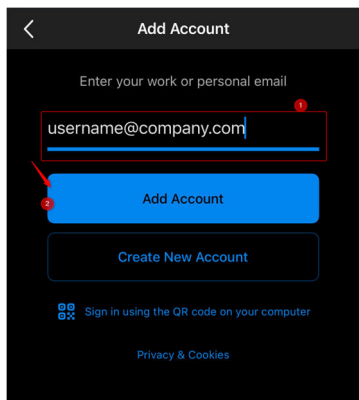


2. Open the app on your phone, you will be met with a welcome screen and you will see the option to Add Account at the bottom.

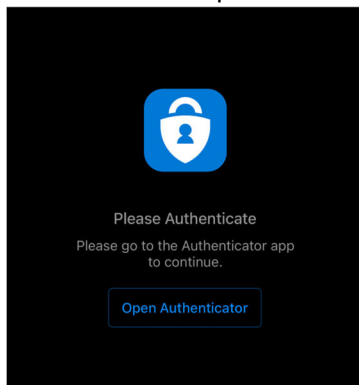


3. Enter your work email (1) and then select Add Account (2).

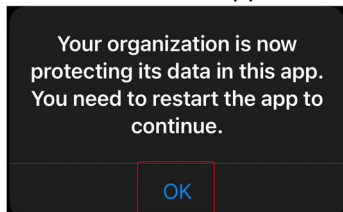
# Premier One



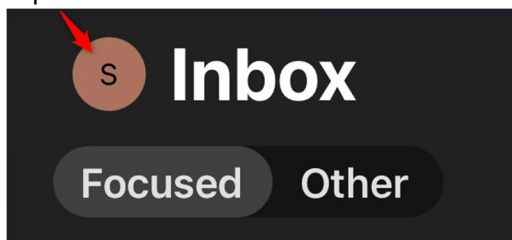
4. We will see an “Open Authenticator” option to connect with Multi-Factor Authentication.



5. You may see a pop up that shows that your organization is now protecting your device. Just tap OK. Your Outlook app will reset.



Once the app comes back up, you will see the Inbox at the top and your first name initial in the top left.



When tapping this you can add more mailboxes at the (1), but also see all your folders at the (2).

# Premier One

Please contact Premier One support for any assistance.

