

Download Outlook and Install on iOS or Android

How to Install

1. Open your device's app store and search "Microsoft Outlook".
 - a. On iOS, it is called App Store.
 - b. On Android, it is called Play Store.
2. Install the app. You may need to enter a password or read your fingerprint to allow this.
3. Open Outlook and click on "*Get Started*".

5:33



53%



Outlook

A better way to manage your email.

GET STARTED



How to Configure

1. Enter your Yale @yale.edu email address and then click “Continue”.

5:33 53% Add account ? Add account ?

Enter your work or personal email address. Enter your work or personal email address.

Email address nicholas.cifarelli@yale.edu

GOOGLE ACCOUNTS GOOGLE ACCOUNTS

PRIVACY AND TERMS PRIVACY AND TERMS

CONTINUE > CONTINUE >

2. Enter your NetID password and click on “Sign In”.

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Yale

nicholas.cifarelli@yale.edu

Enter password

Password

[Forgot my password](#)

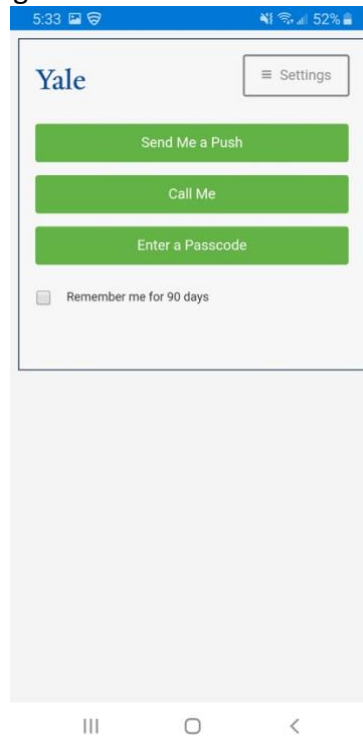
[Sign in with another account](#)

Sign in

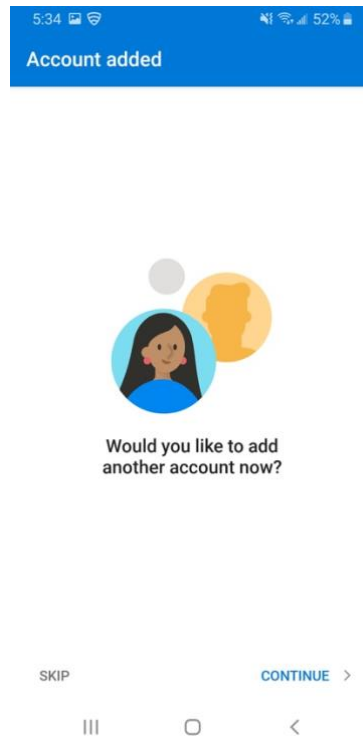
Please sign in using your first.last@yale.edu email address to access this service. If you need assistance, please contact the ITS helpdesk at 203-432-9000. Access to this service is subject to the terms of the Yale IT Appropriate Use Policy.

[Terms of use](#) [Privacy & cookies](#) ...

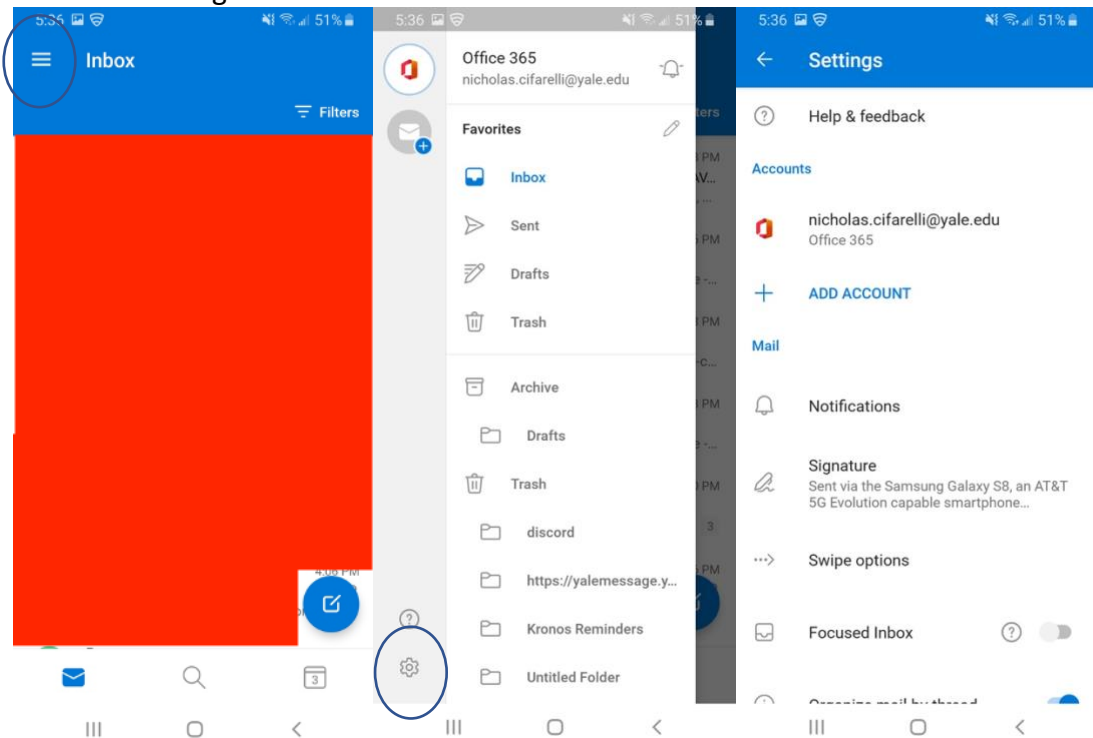
3. If prompted, authenticate using Duo.



4. Your account has been added and is ready to use. Press “*Skip*” to go to your inbox, or press “*Continue*” to add another account.
- a. If you skip this step now but wish to add a mailbox later, proceed to step 9 for instruction.



5. You can edit your settings such as notifications, signature, organization, etc. using the mailbox settings.



6. If you wish to add a shared departmental mailbox to your account, select “Add Account” from the settings menu. Then select “Add a Shared Mailbox”. You will then be prompted to type in the mailbox name and press “Continue”. This will add the mailbox to Outlook.

