



OFFICE 365 – HOW TO SET UP VMC O365 (OUTLOOK AND TEAMS) ON AN IOS DEVICE

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Please review the following steps to setup your iOS device to use VMC email / Teams remotely with **Duo Mobile Multi Factor Authentication**. If the device being used is **not** compatible with the O365 App, please refer to the instructions at the end of this document on that walk you through using Outlook Web on a mobile device.

The current minimum version of iOS that supports the **Outlook App is iOS 8.0**. Click this link for the latest [user guide and FAQ information](#).

Setting up Outlook on your iOS

- Download and install the Outlook app from the [Apple store](#).
- Click **Add Account** to begin.



12:50



Add Account

Enter your work or personal email

Email Address

.

Add Account

Create New Account

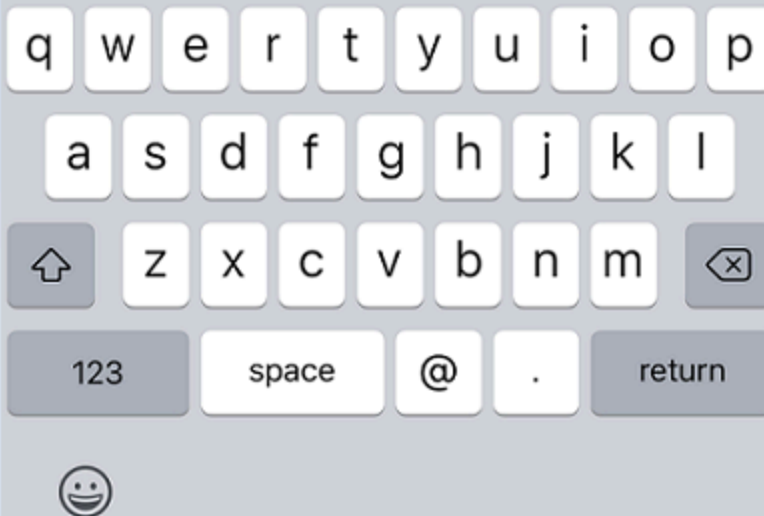
 Sign in using the QR code on your computer

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- Enter in your **work email address** in the space shown below.





UWVMC Authentication

Sign in with your organizational account

Sign in



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- Enter your password and **verify your account** using one of the following reasons:

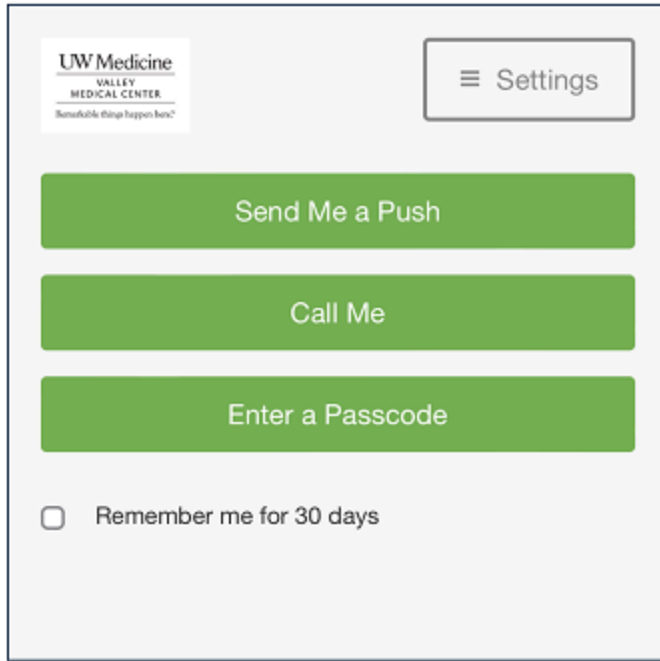




UWVMC Authentication

Welcome VALLEYMED\doupol

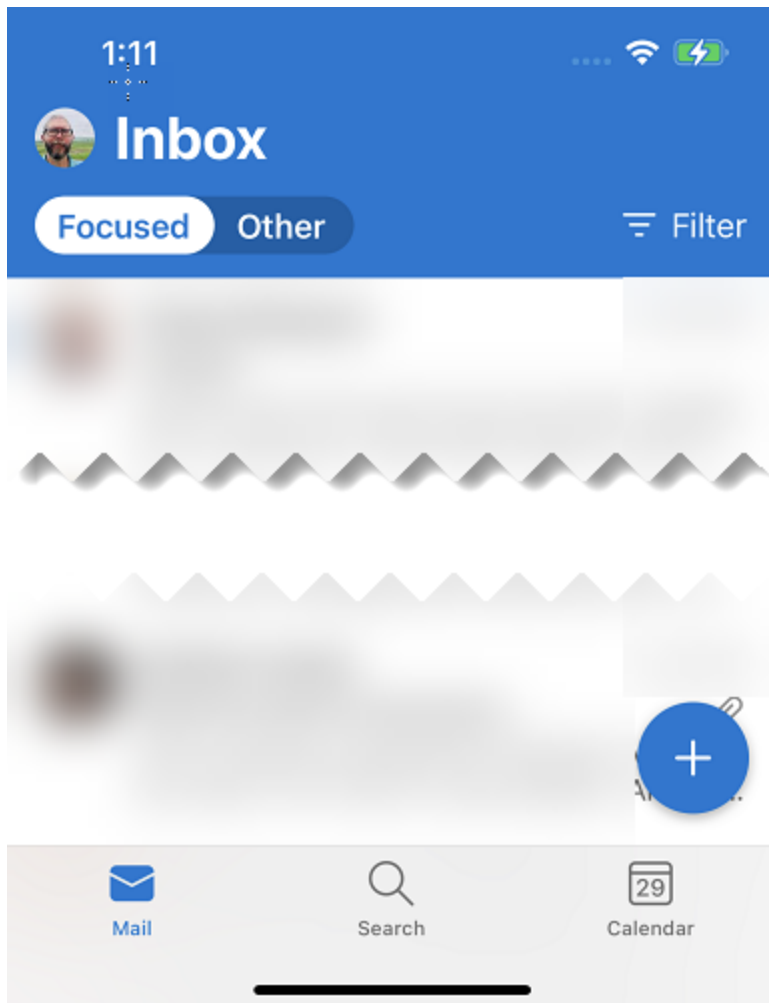
For security reasons, we require additional information to verify your account



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- Your Email and calendar will now **start syncing**.





Recommended settings: the following are **optional**, but once set are intended to allow the app to function in a better and more efficient way.

- **Turn off Focus Inbox:** Go to **Settings** > scroll down to **Focused Inbox** > toggle it **off**.
- To enable contacts sync, Go to the **Settings** > click on your email address and select **Advanced settings** > toggle **Save Contacts to Device**. (See screenshots below)

+ [Setting up Teams on your iOS](#)

+ [Using Outlook Web for Mobile Devices](#)

[DEVICE](#)

[DUO](#)

[DUO MOBILE](#)

[E22](#)

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