



THE UNIVERSITY OF  
**TOLEDO**  
1872

# Mobile Office 365 Configuration Guide

## Table of Contents

---

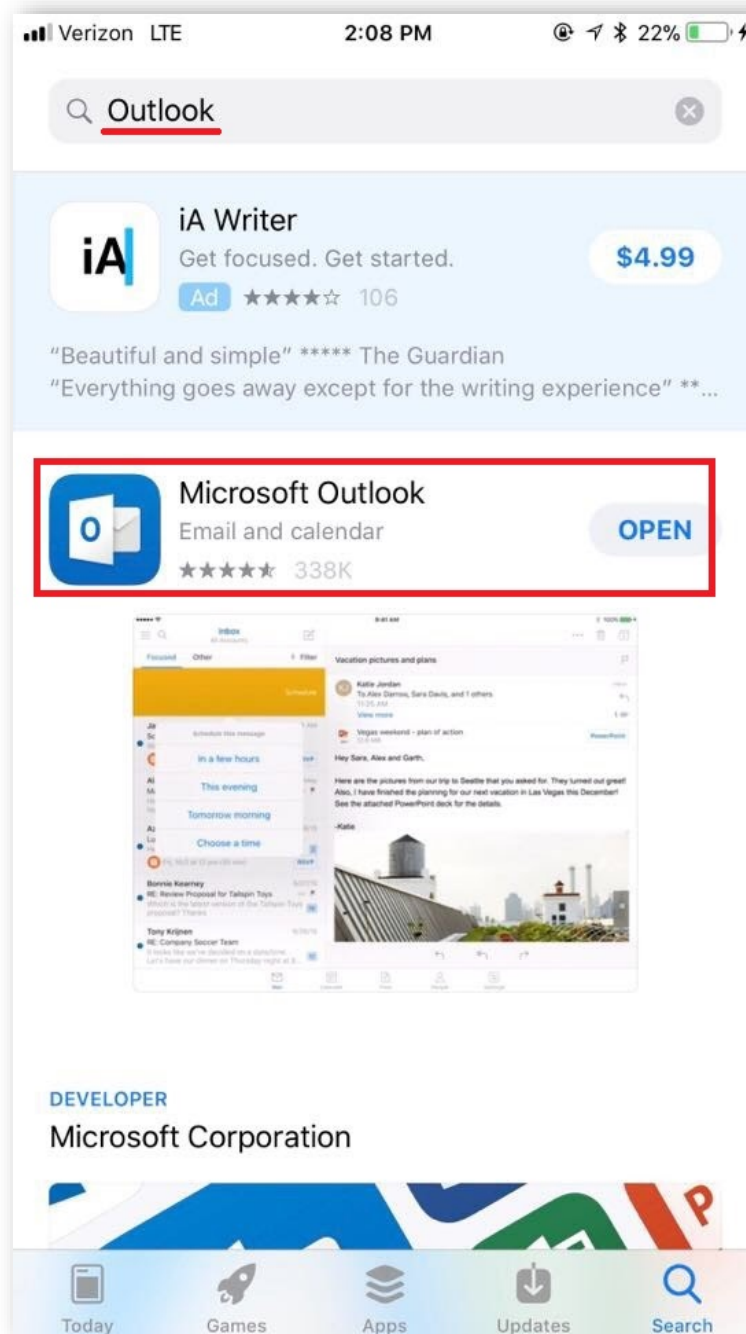
<b>iOS Configuration .....</b>	<b>3</b>
Installing Outlook .....	3
Adding an Account.....	4
<b>Android Configuration.....</b>	<b>6</b>
Installing Outlook .....	6
Adding an Account.....	7
<b>Settings.....</b>	<b>9</b>
Navigating to Settings.....	9
Disabling Focused Inbox.....	10
Modifying Swipe Settings .....	11
Updating Signature .....	13

## iOS Configuration

---

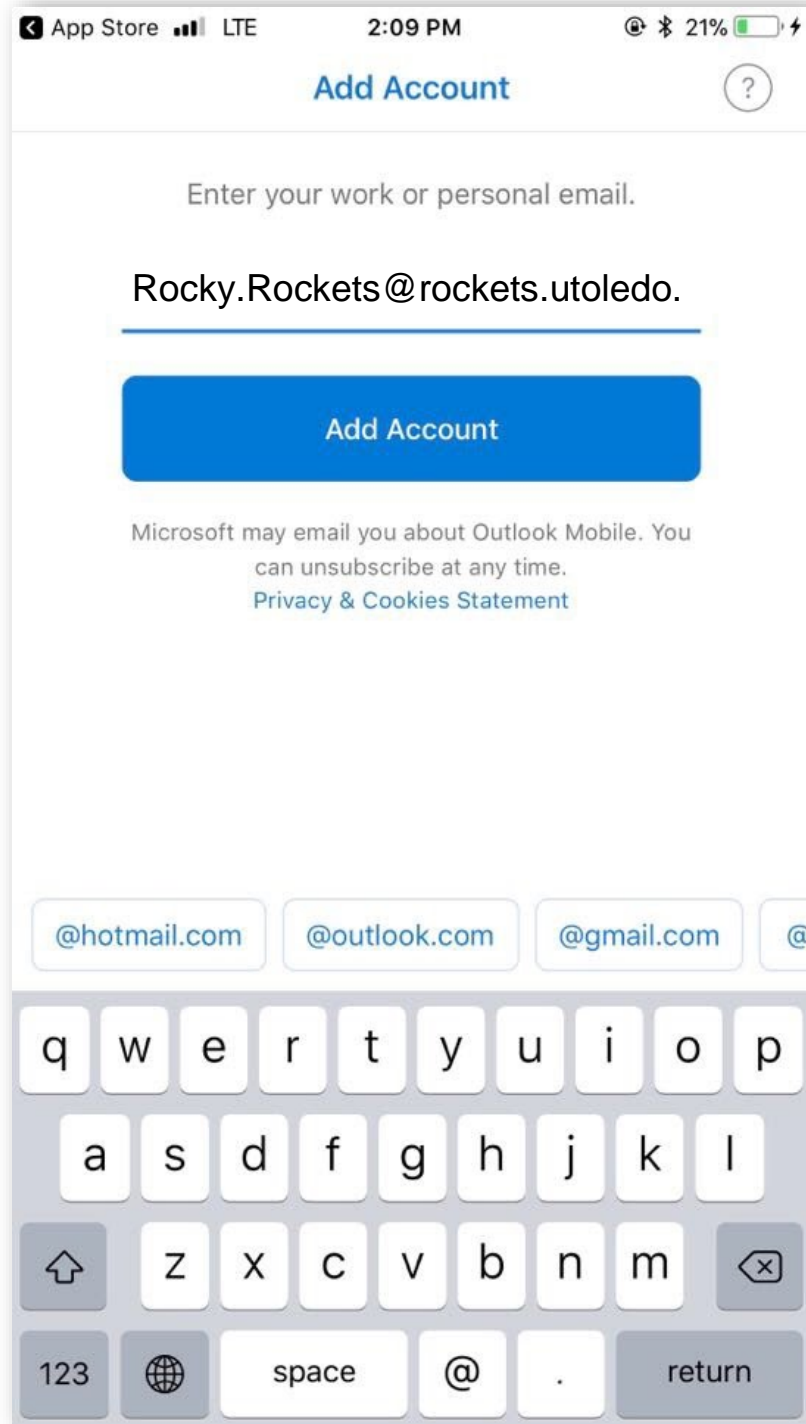
### Installing Outlook

1. To setup your Office 365 account on a new **iOS** device, navigate to the “App Store”
2. Search for “Outlook” as shown below and download. Ensure it is from Microsoft

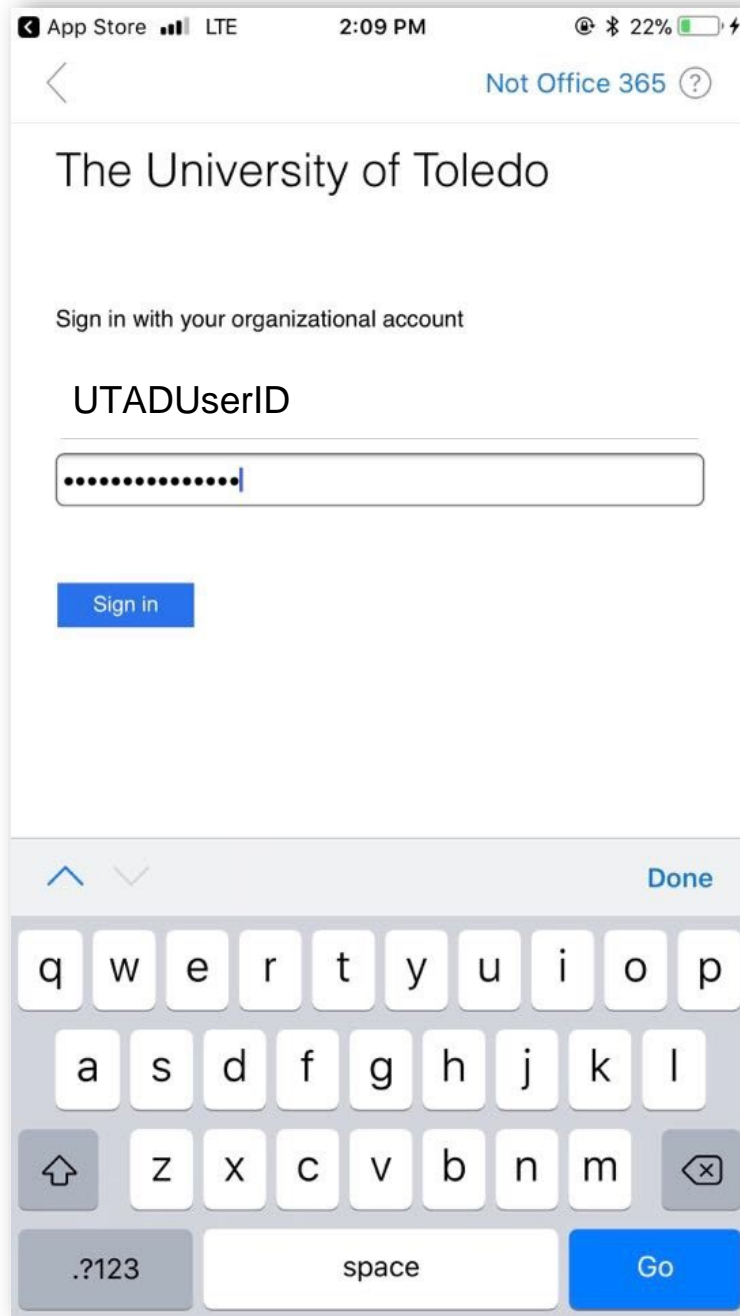


## Adding an Account

1. Open “Outlook” app and it will prompt to “Add Account” if one is not currently setup
2. At the “Add Account” screen, type in your email like usual but include **@rockets.utoledo.edu**. Do NOT type in your email **@utoledo.edu**. An example is below



3. Click “Add Account” after typing in the appropriate email address. It will redirect to a page with a “University of Toledo” heading
4. **Erase the auto-filled email address and log in like you would myut.utoledo.edu**
  - a. That is, put in your **UTAD username and password** once the University of Toledo section appears
5. Use the photo below and the previous photo for reference. You can see the username is different depending on the section. Once everything is confirmed, click “Sign in”

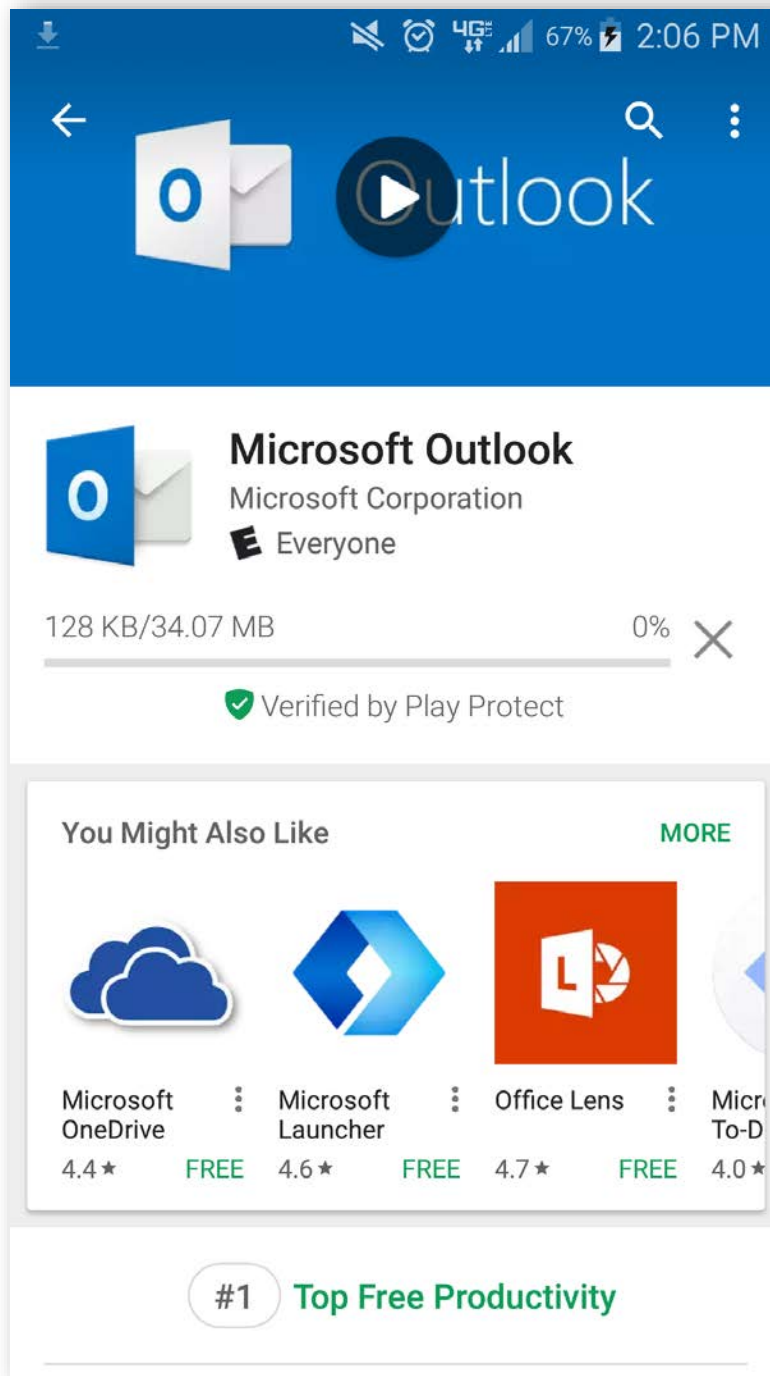


## Android Configuration

---

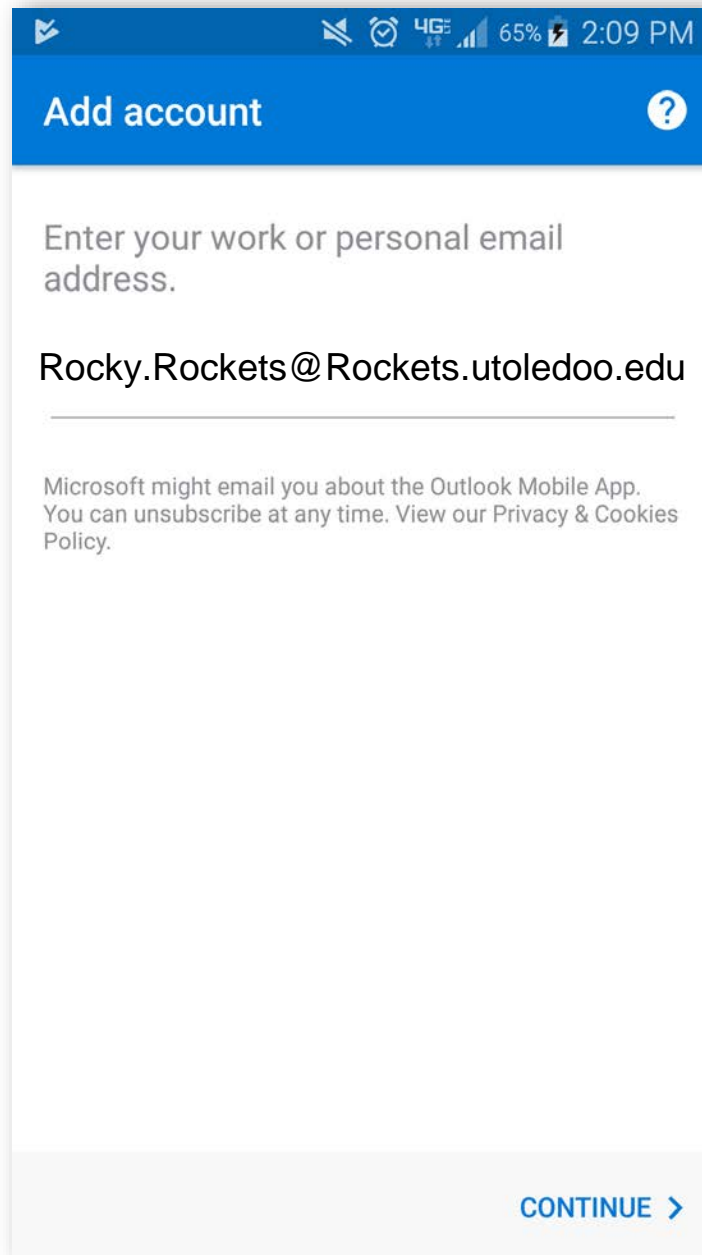
### Installing Outlook

1. Go to the Android **Play Store** and search for the **Microsoft Outlook** app. **Install** the app and wait for it to install. It may take a minute to install after downloading. Ensure the author is Microsoft.



## Adding an Account

1. From the **Applications** menu, select the **Outlook** app. Tap on the **Get Started** button to begin.
2. At the “Add Account” screen, type in your email like usual but include **@rockets.utoledo.edu**. Do **NOT** type in your email **@utoledo.edu**. An example is below

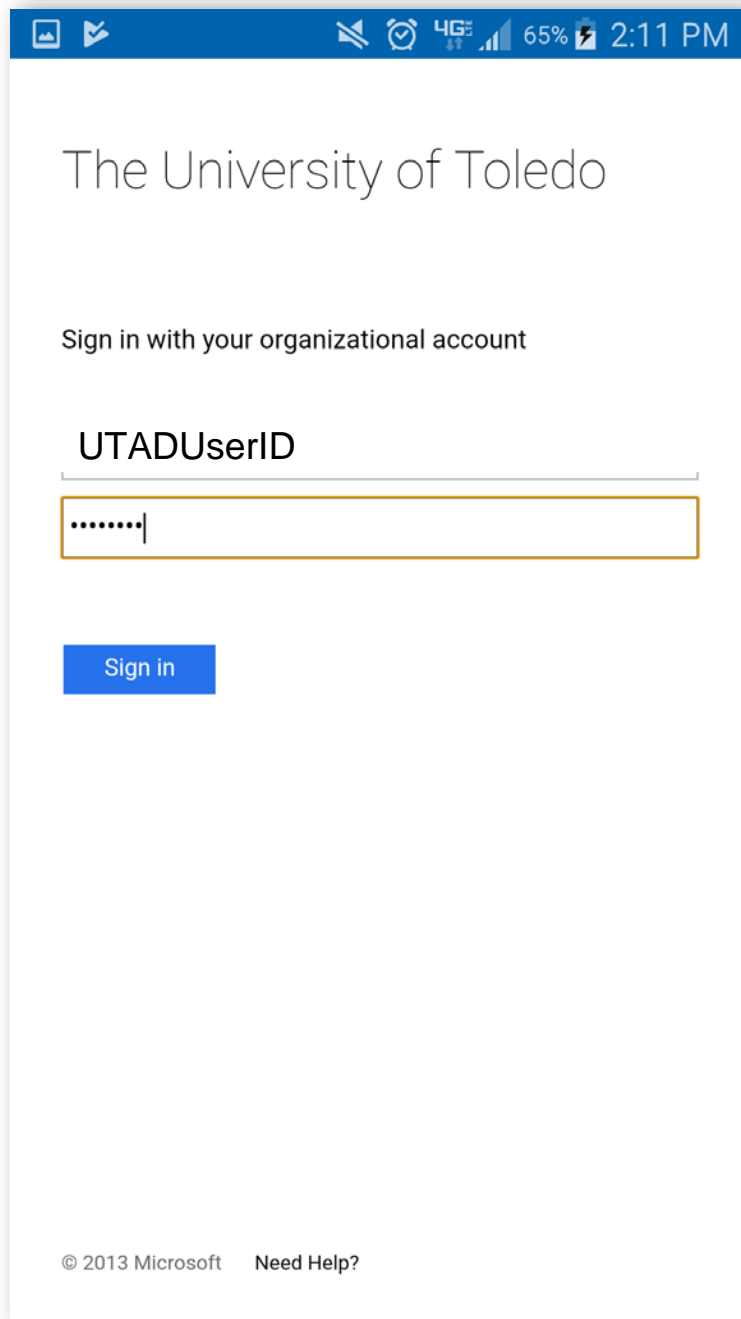


3. Click “Continue” after typing in the appropriate email address. It will redirect to a page with a “University of Toledo” heading
4. **Erase the auto-filled email address and log in like you would myut.utoledo.edu**

- a. That is, put in your **UTAD username and password** once the University of Toledo section appears



5. Use the photo below and the previous photo for reference. You can see the username is different depending on the section. Once everything is confirmed, click "Sign in"

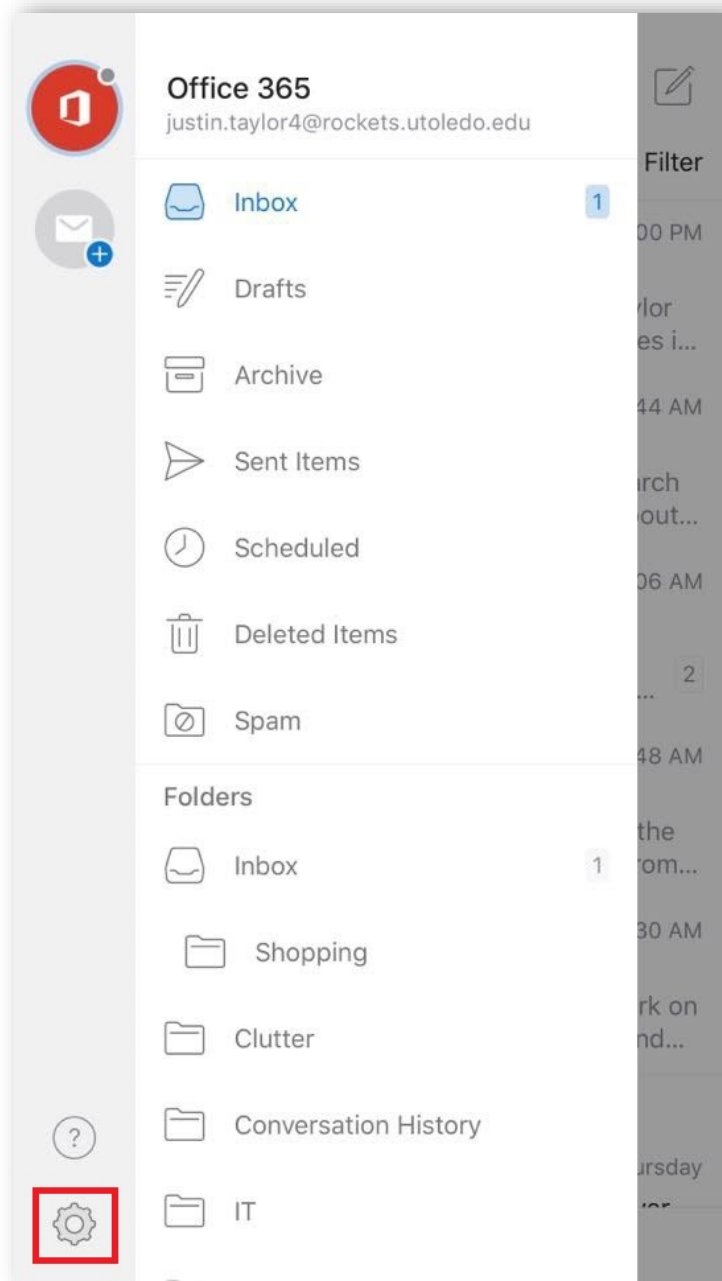


# Settings

---

## Navigating to Settings

1. To disable the **Focused** and **Other** tab, navigate to Settings.
  - a. Click the menu icon in the upper-left corner of the screen.
  - b. Then click on the gear icon in the lower-left corner of the screen as highlighted in the picture



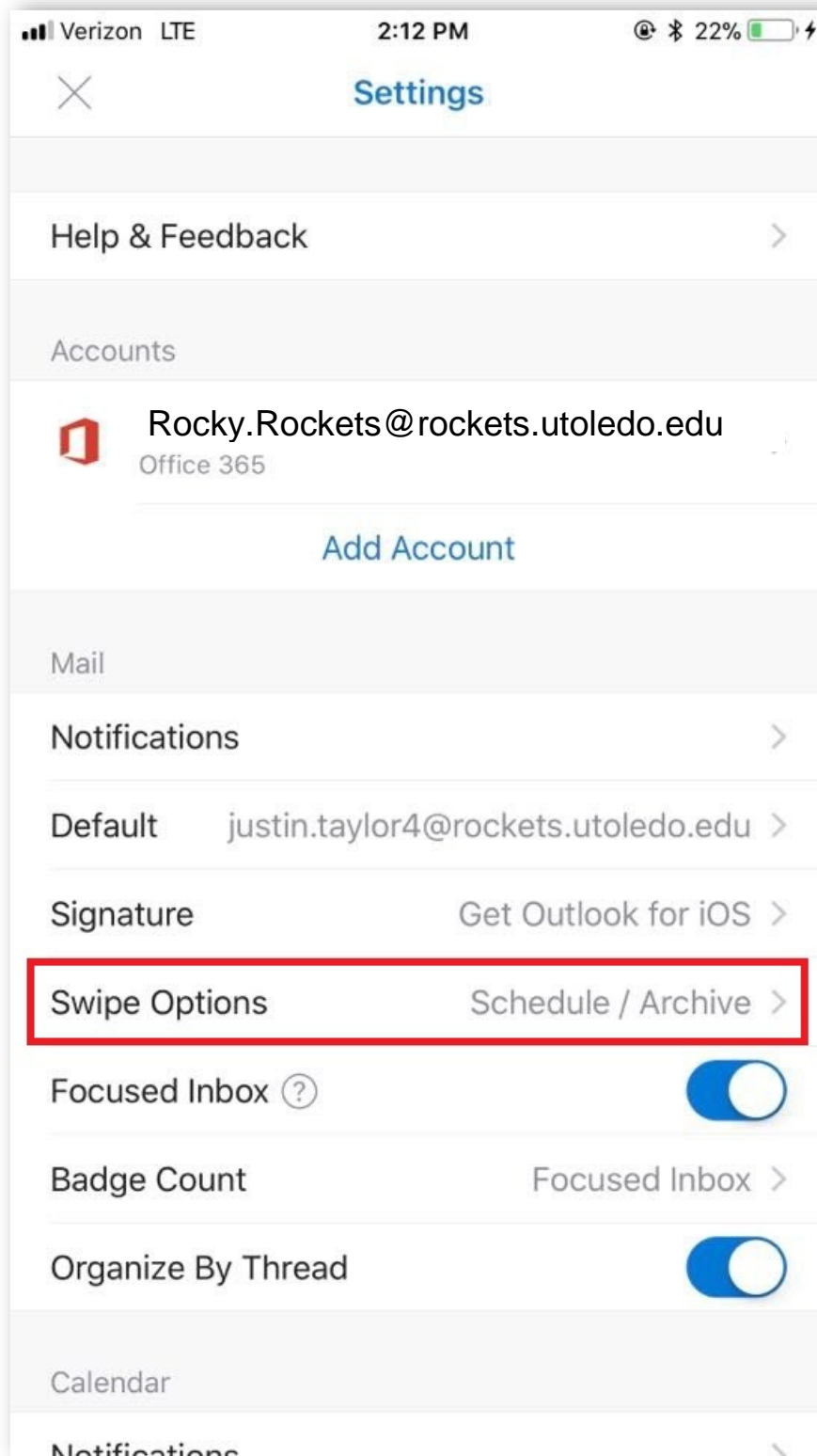
## Disabling Focused Inbox

1. At the settings page, tap the On/Off switch highlighted below to disable the focused inbox.

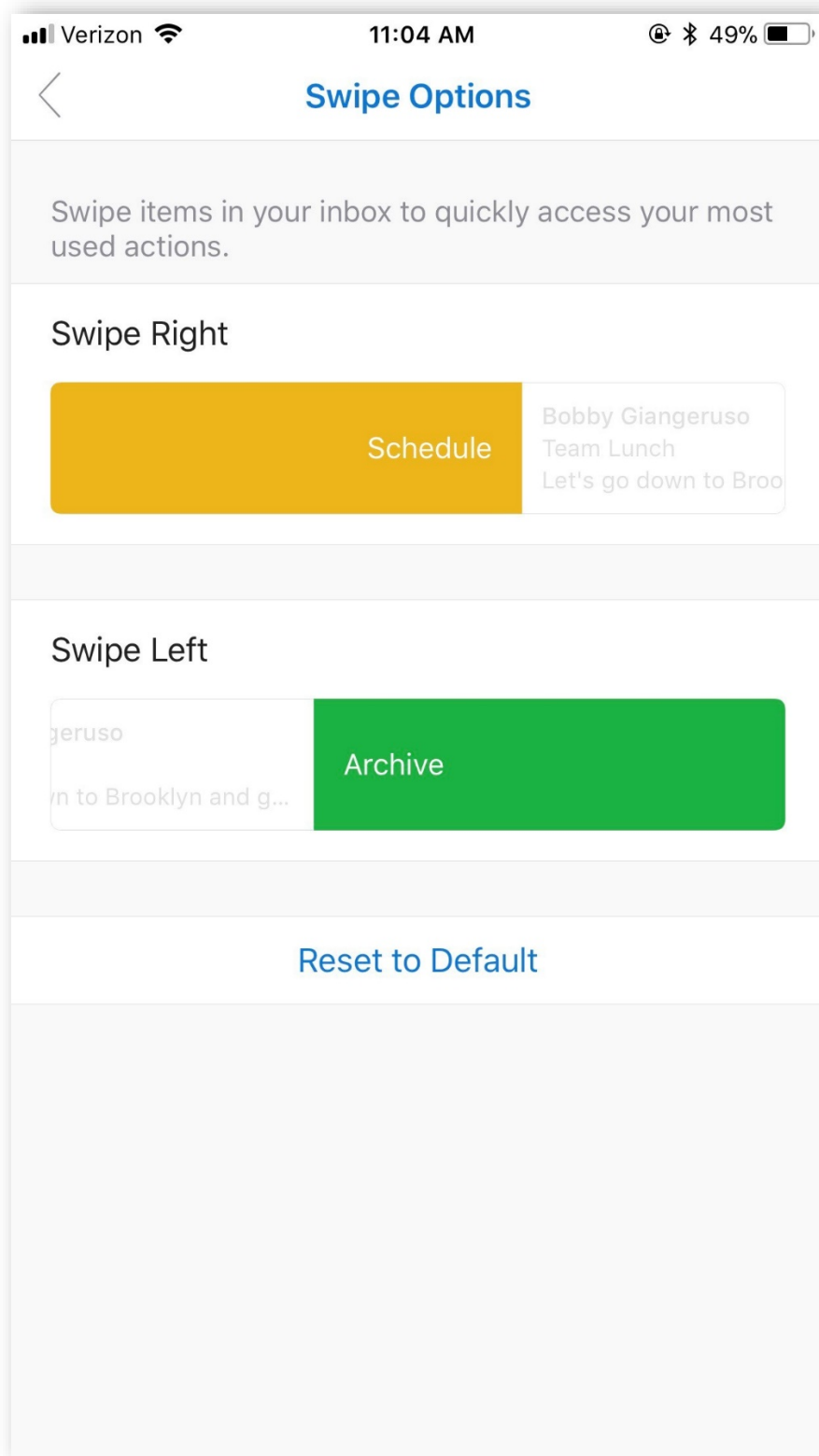


## Modifying Swipe Settings

1. At the settings page, click on **Swipe Options** as shown below.

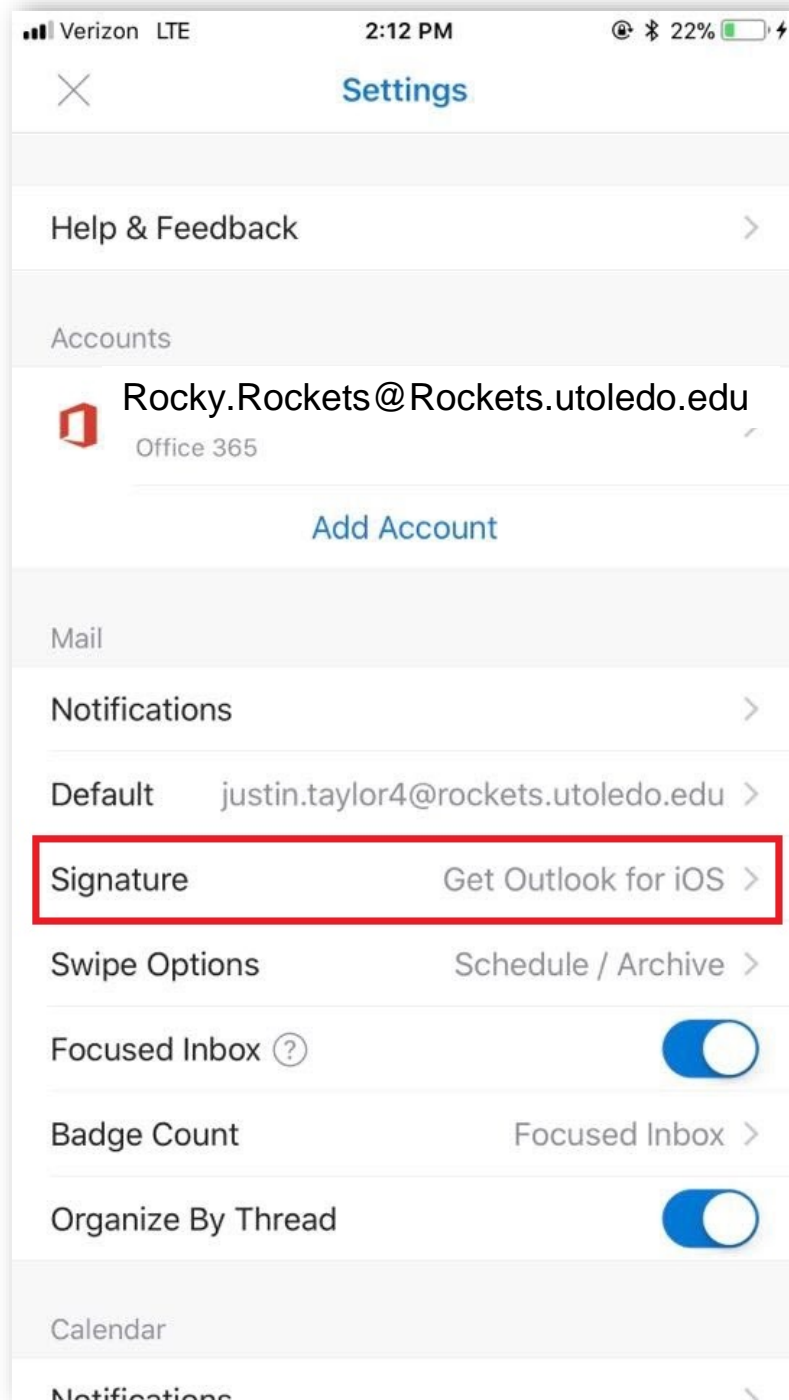


- From this page, you can click on **Swipe Right** or **Swipe Left** to modify the task performed when you swipe



## Updating Signature

1. At the settings page, click on **Signature** as shown below.



2. A text-editor window will appear. Input your signature as you would like it displayed. It will save automatically. This signature will not update the desktop version of Outlook.