Outlook App Setup

*Install Outlook from your respective app store on your smart device as Outlook is the only supported app by ITS.*

**Android**

I. **Outlook App-Add account**

A. Open the Outlook app on your phone.
B. Tap **Menu** icon (☰) in the upper-left.
C. Tap the **Settings** icon (Gear) at the bottom-left.
D. Tap **+ ADD ACCOUNT >> Add an email account.**
E. Enter your full @lopers.unk.edu email address (e.g. loperl2@lopers.unk.edu), then tap Continue.
F. Enter your UNK password and tap **Sign In** or **Next.**

Outlook may request permission to access your calendar, contacts, etc. Tap **Yes** or **Allow.**

II. **Set Default Email Account**

A. Tap **Menu** icon (☰) in the upper-left.
B. Tap the **Settings** icon (Gear) at the bottom-left.
C. Tap **Default** and select your @nebraska account for both the email and calendar.

III. **Mail App – Remove Account**

A. Tap **Menu** icon (☰) in the upper-left.
B. Tap the **Settings** icon (gear) top right
C. Tap your UNK account
D. Tap **Remove** in the top right
E. Tap **Remove**
Apple

IV. Outlook App-Add account
A. Open the Outlook app on your phone.
B. Tap Menu icon (☰) in the upper-left.
C. Tap the Settings icon (Gear) at the bottom-left.
D. Tap + ADD ACCOUNT >> Add an email account.
E. Enter your full @nebraska email address (e.g. jdoe@nebraska.edu), then tap Continue.
F. Enter your TrueYou password and tap Sign In or Next.
G. Outlook may request permission to access your calendar, contacts, etc. Tap Yes or Allow.

V. Set Default Email Account in Outlook
A. Tap Menu icon (☰) in the upper-left.
B. Tap the Settings Gear icon at the bottom-left.
C. Tap Default and select your @lopers.unk.edu account for both the email and calendar.

VI. Apple Mail App – Remove Account
A. Go to Settings.
B. Find Passwords & Accounts.
C. Tap your UNK email (labeled Exchange).
D. Tap Delete Account.
E. Tap Delete Account.

Windows

VII. Mail App
A. Open the Mail app by clicking the Windows Start menu and choosing Mail.
B. At the bottom of the left navigation pane, select Settings Gear icon, and then choose Manage Accounts.
C. Select Add account.
D. Select Exchange.
E. Enter your e-mail address (e.g. jdoe@nebraska.edu) and password and tap Sign In.
F. Click Done.

Documentation courtesy of Information Technology Services, Apple, Microsoft