

# *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. loper12@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**.

