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