



California University of Pennsylvania

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Building Character. Building Careers.



Set up email using Outlook for iOS (Microsoft Outlook)

Note: Outlook for iOS requires iOS 8.0 or higher. App availability varies by country so find out what's available in your country. If the app is incompatible with your device, try adding your mail account using the built-in mail app that comes with your device.

1. Download the Outlook for iOS app from the Apple Store if you haven't installed it yet.
2. Once downloaded open the Outlook App.
3. Enter your CalU email address and tap **Add Account**
4. On the sign in page, type your full email address, for example <Tony>@calu.edu, type your password, and then tap **Sign in**.
5. Follow the prompts to complete the set up.

University Technology Services

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