

Microsoft Outlook App Setup Instructions for iPhone and Android Phones with MFA

1) Download Microsoft Outlook App:

On your phone, open the Google Play Store or Apple App Store and search for Microsoft Outlook. Download app to your phone.

2) Add your Deerfield Outlook Account

- a) On iPhone, enter your email address and tap **ADD ACCOUNT OR** On Android, click **ADD ACCOUNT** and enter your email address
- b) Enter your email password and tap **Sign In**
- c) At the screen that says “**More Information is Required**”, choose **Next**
- d) At the bottom of the next window, choose “**I want to setup a different method**”
- e) In the drop-down menu, choose **Phone**, confirm
- f). Enter in your cell phone #. Make sure “**text me a code**” is selected, choose Next.
- g) You’ll get a code texted to your phone
- h) Type in the code, Choose **next**
- i) Choose **Next**, then **Done**.
- j) When it asks to add another account, choose **MAYBE LATER**
- k) Done!