SYSTEMAGIC
DOING IT DIFFERENTLY
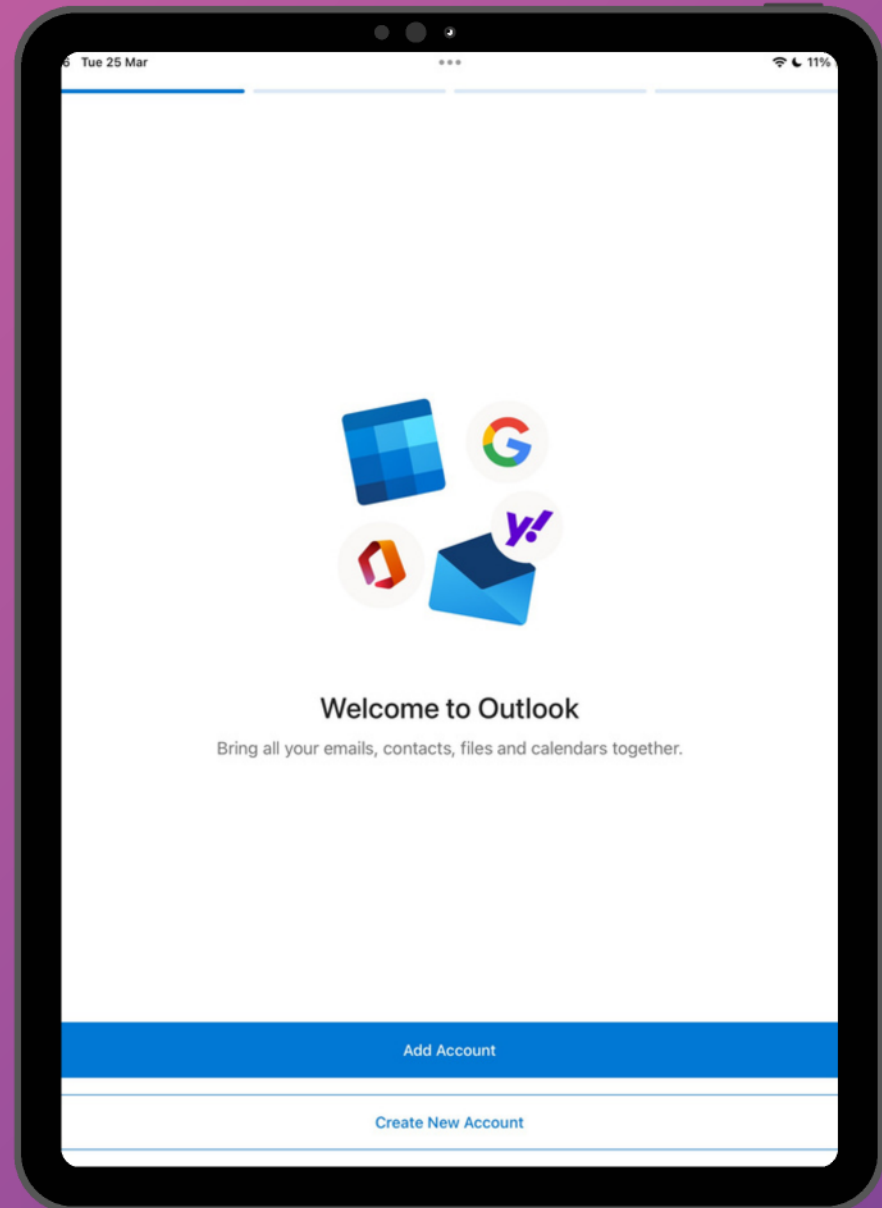
POCKET GUIDE

SIGNING INTO OUTLOOK ON

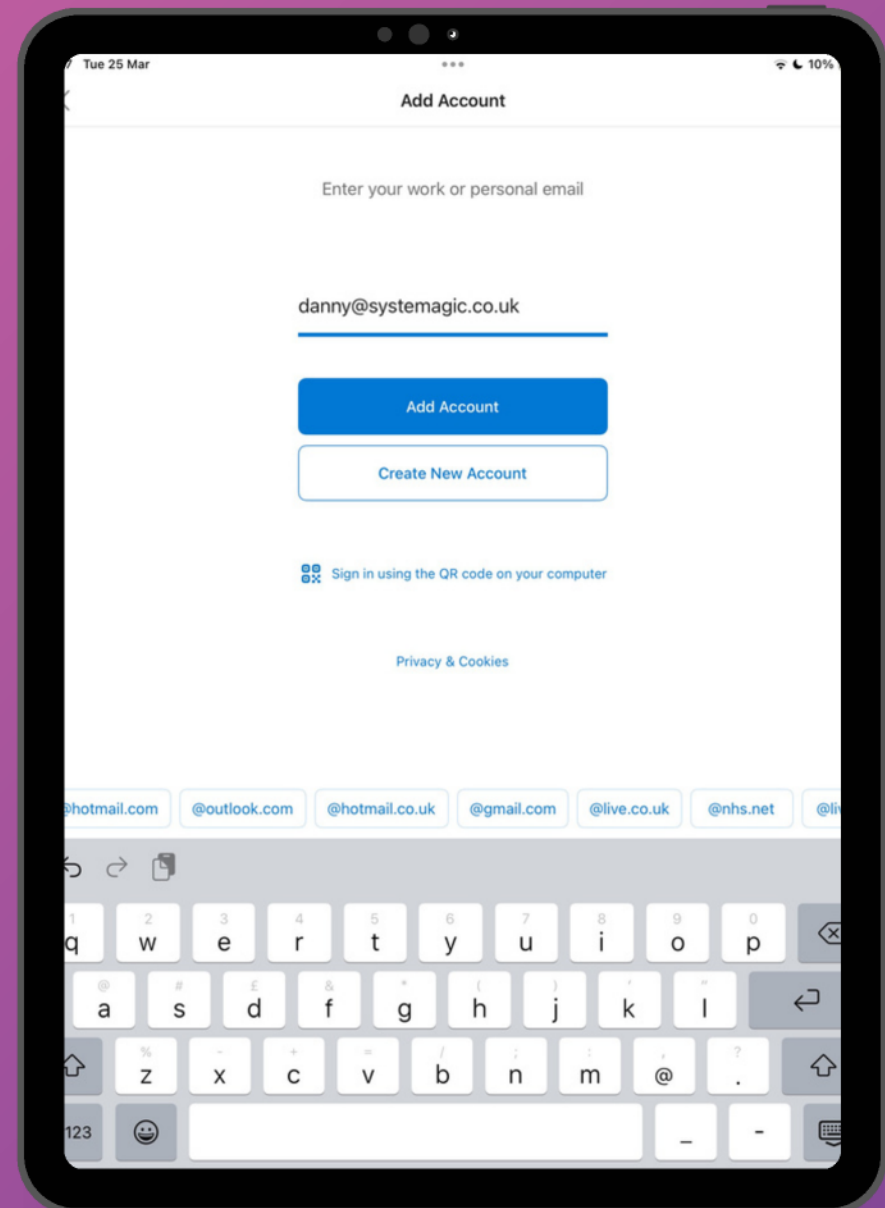Your iOS Device

STEP 1

Open the Outlook app and click 'Add Account'.
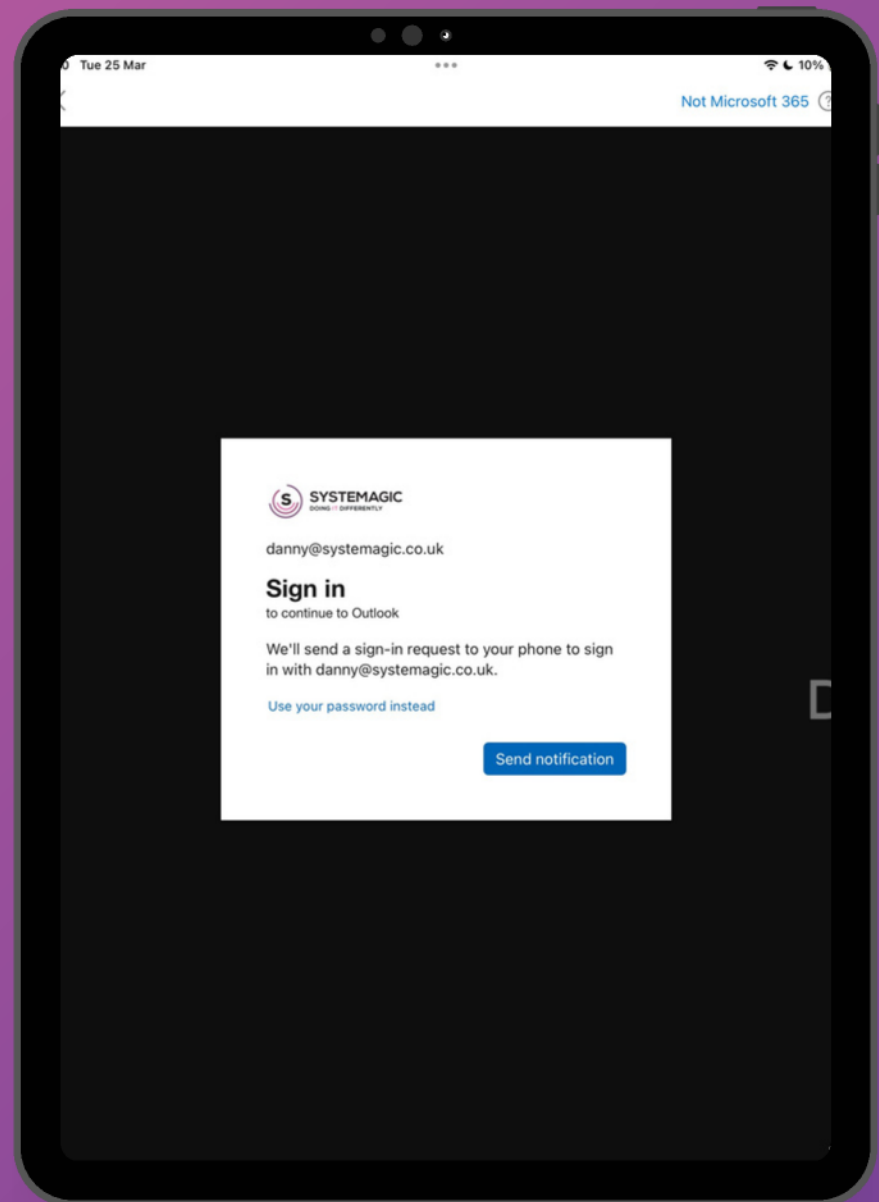

Welcome to Outlook

Bring all your emails, contacts, files and calendars together.

Add Account

Create New Account

STEP 2

Enter your work email address and click 'Add Account'.

Tue 25 Mar

Add Account

Enter your work or personal email

danny@systemagic.co.uk

Add Account

Create New Account

Sign in using the QR code on your computer

Privacy & Cookies

@hotmail.com   @outlook.com   @hotmail.co.uk   @gmail.com   @live.co.uk   @nhs.net   @li
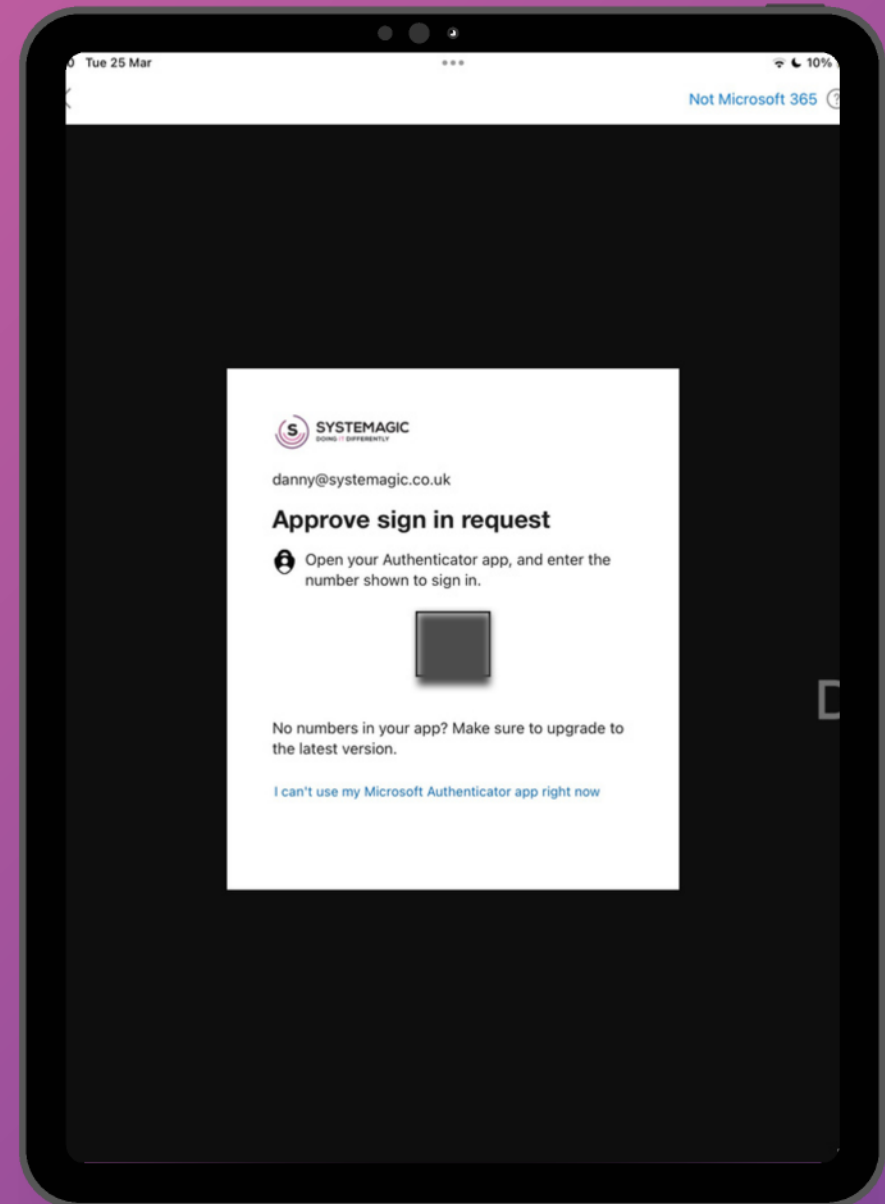
STEP 3

Now click the blue 'Use your password instead' link, and enter your password when prompted.

STEP 4

Approve your sign in request if you have 2FA enabled.

danny@systemagic.co.uk

Approve sign in request

Open your Authenticator app, and enter the number shown to sign in.

No numbers in your app? Make sure to upgrade to the latest version.

I can't use my Microsoft Authenticator app right now

STEP 5

You may be asked if you want to add another account. If yes, click 'Add' and repeat this process.

If no, click 'Maybe Later' and you will be redirected to your inbox.
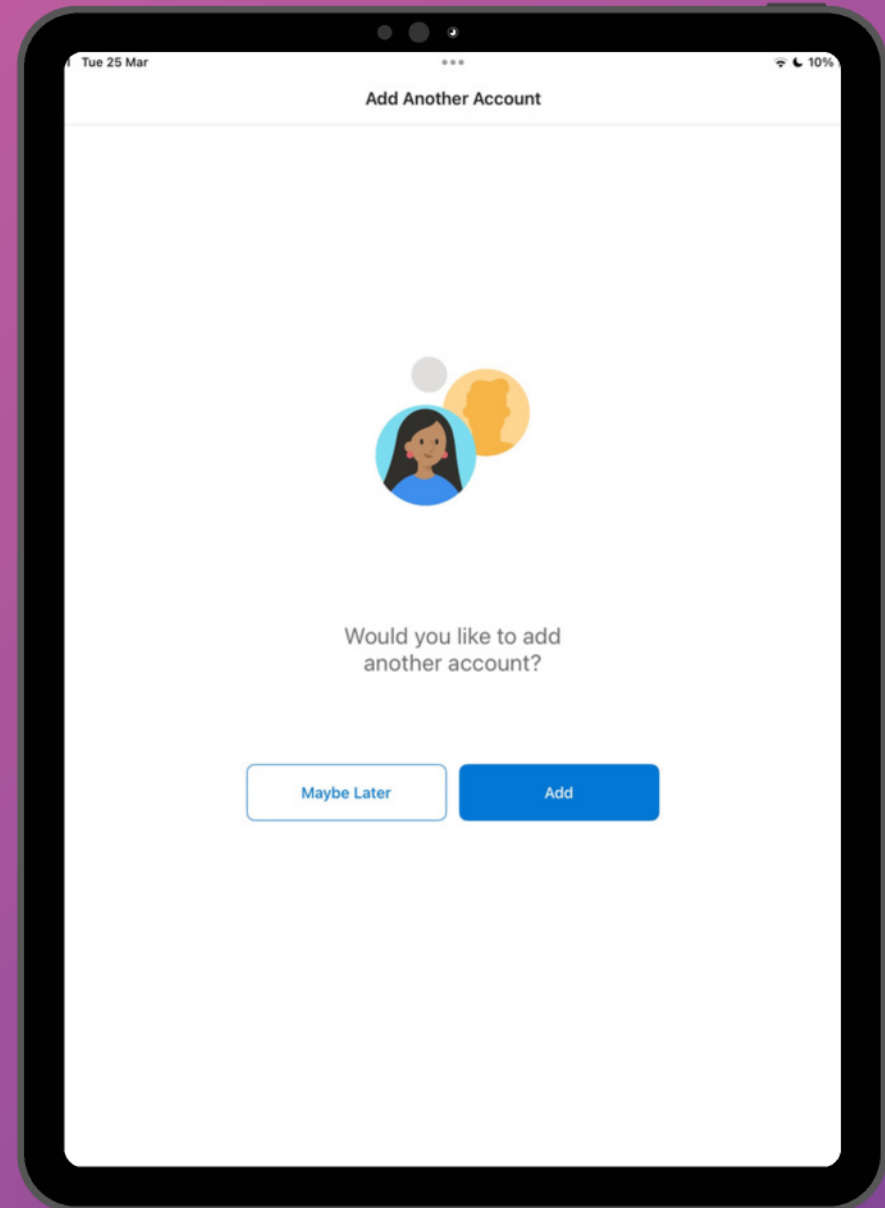
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NEED ASSISTANCE?

WE'RE HERE TO HELP

E: support@systemagic.co.uk
T: 01225 426800