



Setting up your iOS device with your mailbox

Native Apple Mail App

1. Tap Settings → Mail → Accounts → Add Account
2. Tap Microsoft Exchange
3. Type in your username (e.g. user@pti.xyz)
4. Type a description (e.g. Work)
5. Follow the onscreen instructions and type your password
6. Multi-Factor Authentication will prompt to verify your identity

Outlook for iOS App

1. Open Outlook App, Open the Menu → Settings → Add account → Add Email account.
2. Enter your full email address then tap continue.
3. Enter your username (e.g. user@pti.xyz) and account password and tap Sign in or Next.
4. Multi-Factor Authentication will prompt to verify your identity.
5. Accept any prompts for permissions you may receive.
6. Swipe through the features and you're now ready to use Outlook for iOS!



Setting up your Android device with your mailbox

Native Mail App

1. Open your device's Settings app. Tap Accounts. If you can't see 'Accounts', tap Users & accounts.
2. At the bottom, tap Add account.
3. Tap Exchange and Office 365.
4. Enter your username (e.g. user@pti.xyz) and Tap Next.
5. Enter your password and tap Next.
6. Follow instructions on your screen and complete process.

Outlook for Android App

1. Open Outlook App, Open the Menu → Settings → Add account → Add Email account.
2. Enter your full email address then tap continue.
3. Enter your username (e.g. user@pti.xyz) and account password and tap Sign in or Next.
4. Multi-Factor Authentication will prompt to verify your identity.
5. Accept any prompts for permissions you may receive.
6. Swipe through the features and you're now ready to use Outlook for Android.