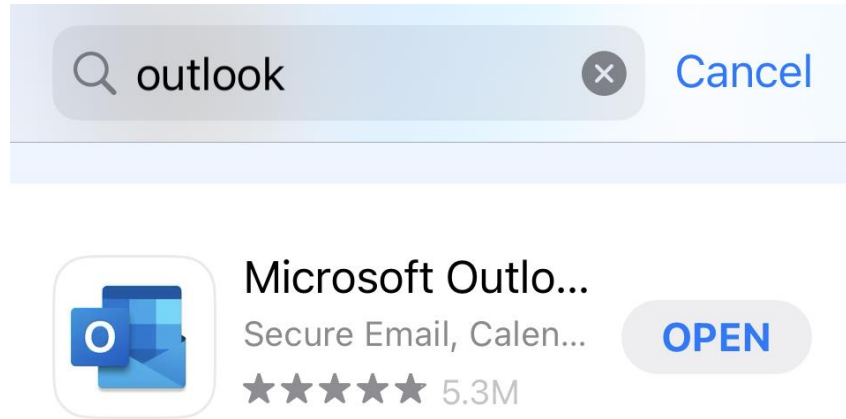


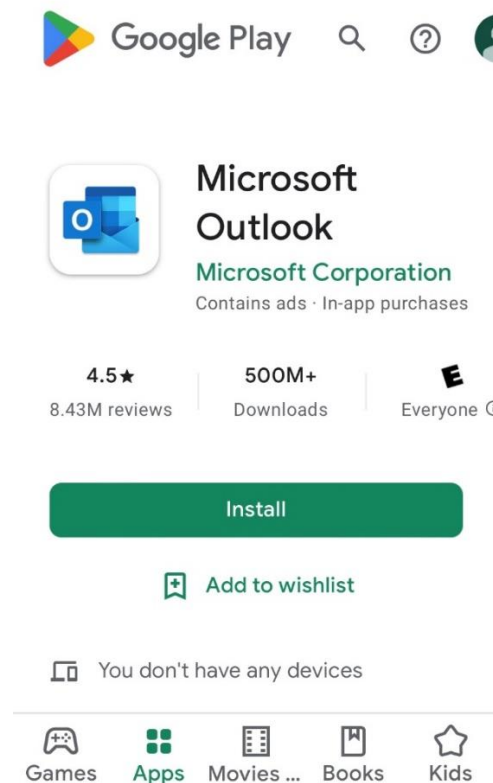
## How to Get Email on Your Phone

To download the Outlook app, go to the Google Play Store on Android or the App Store on iPhone.

The iOS (iPhone) version will look like this, but with the word “Get” next to it. Click on “Get.”



The Google Play Store version will look like this...



## Account Setup

- Do NOT choose “Create New Account.”
- Type in your email address.
- Click the “Add Account” button.

12:13

< Add Account

Enter your work or personal email

username@archstl.org

Add Account

Create New Account

Sign in using the QR code on your computer

@hotmail.com @outlook.com @gmail.com

q w e r t y u i o p

a s d f g h j k l

↑ z x c v b n m ↵

123 space @ . return

😊

- You'll be navigated to a page to log into Office 365, which means you'll need to use **@adcts.org** after your username.
  - If it automatically fills in @archstl.org, clear it out.
- Your password will be the same as you use for your Archdiocesan PC and/or Citrix account.



The screenshot shows a mobile interface for logging into Office 365. At the top, the status bar shows the time 7:55 and signal icons. Below the status bar is a navigation bar with a back arrow on the left and the text "Not Office 365" with a question mark icon on the right. The main content area features the Office 365 logo (a red square with a white 'O' shape) and the text "Office 365" in orange. Below the logo is the Microsoft logo (four colored squares) and the word "Microsoft" in grey. Underneath is a text input field containing "UserName@adcts.org". Below the input field is the heading "Enter password" in bold black text. Underneath the heading is a text input field labeled "Password". Below the password field are two links: "Forgot my password" and "Sign in with another account". At the bottom right is a blue button with the text "Sign in". At the very bottom is a dark grey footer bar with the text "Terms of use", "Privacy & cookies", and three dots.

7:55

< Not Office 365 ?

Office 365

Microsoft

UserName@adcts.org

**Enter password**

Password

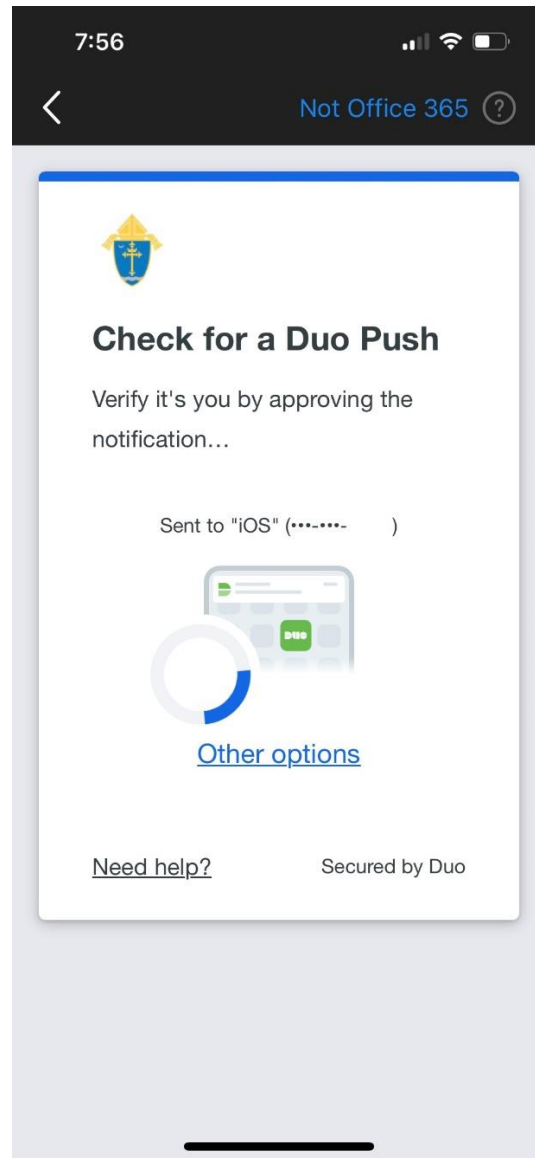
[Forgot my password](#)

[Sign in with another account](#)

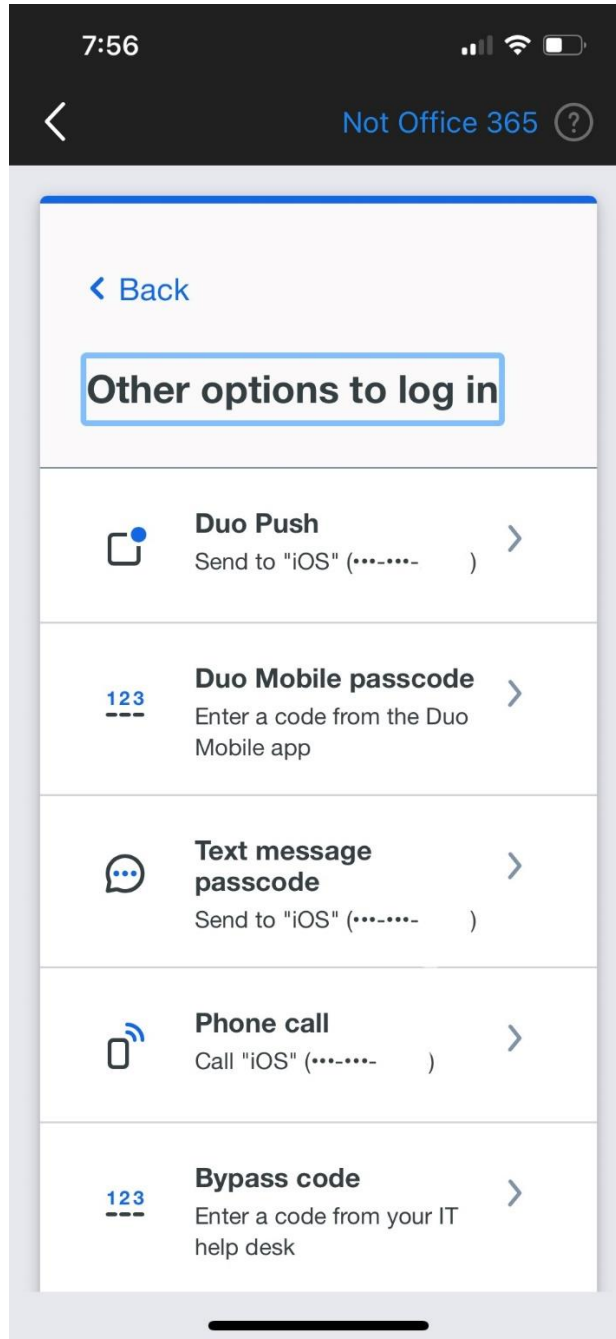
Sign in

Terms of use Privacy & cookies ...

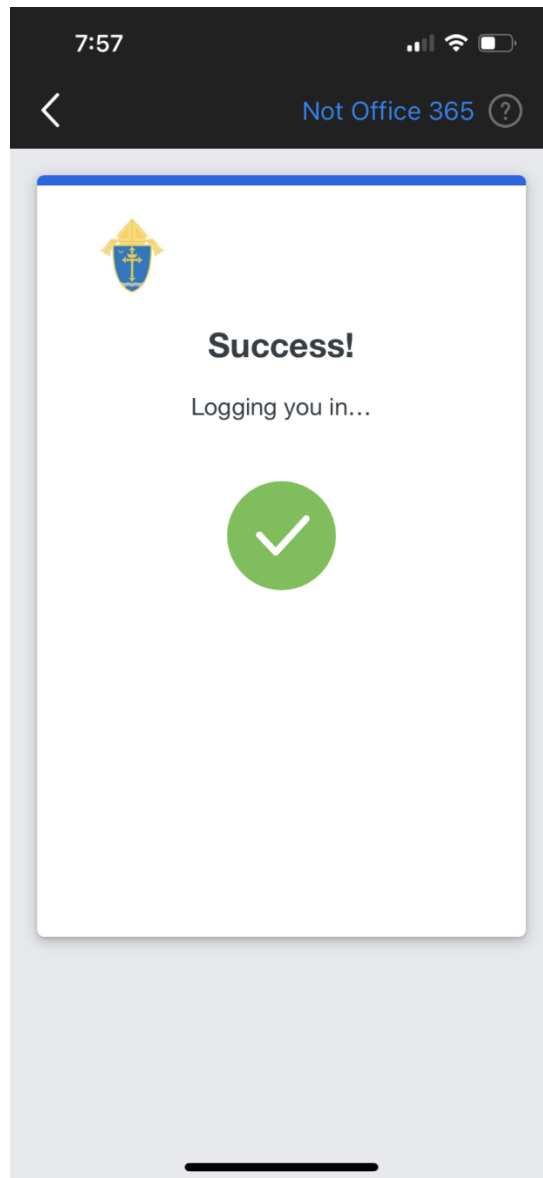
- You will be prompted to approve a Duo Push.
- If you don't have the Duo app, you can choose the "Other Options" hyperlink and it will prompt you with options to call or text for verification.
- If you do not have your account setup with Duo, please call the helpdesk at 314-792-7593.



If you needed to select “Other Options” this is approximately what you would see...

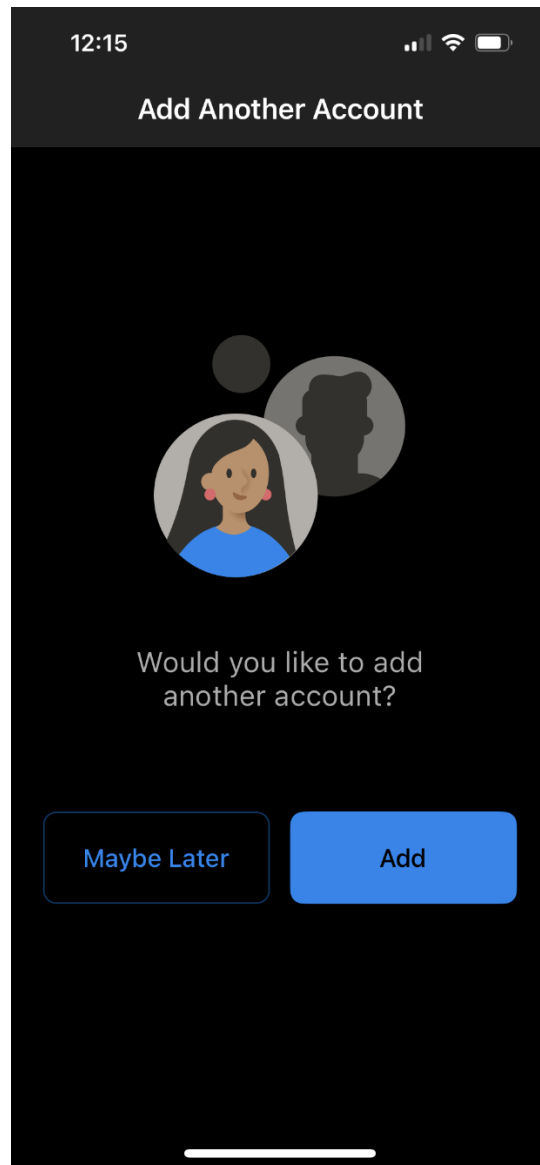


- Approve the Duo push/call/text
- You did it!



If you also have Microsoft Authenticator on your phone, you may run into an issue in which it tries to interfere for additional approval. In this case you'll need to be extra quick to approve on Microsoft Authenticator and Duo for it to process properly. It could take multiple tries.

You'll soon be met with a page asking about adding another account. You won't need to do this, so choose "maybe later" – There is no option for "No," so you'll have to choose "maybe later" and leave Microsoft yearning for more.



It may take up to 15 minutes for the Outlook app to populate all of your emails but give it time and this empty mailbox will fill up, and you can begin using Outlook on your mobile device.

