

Setting up email using Outlook for iPhone.

(NOTE: These instructions are for iPhones, but the procedure for Android phones is probably very similar – make sure you choose “Exchange” as the provider.)

Launch the app and put in your email account. Tap “Add Account”. You may have to wait a few minutes after you do this; please be patient.

 Verizon 

10:39 AM

73% 

[Add Account](#)



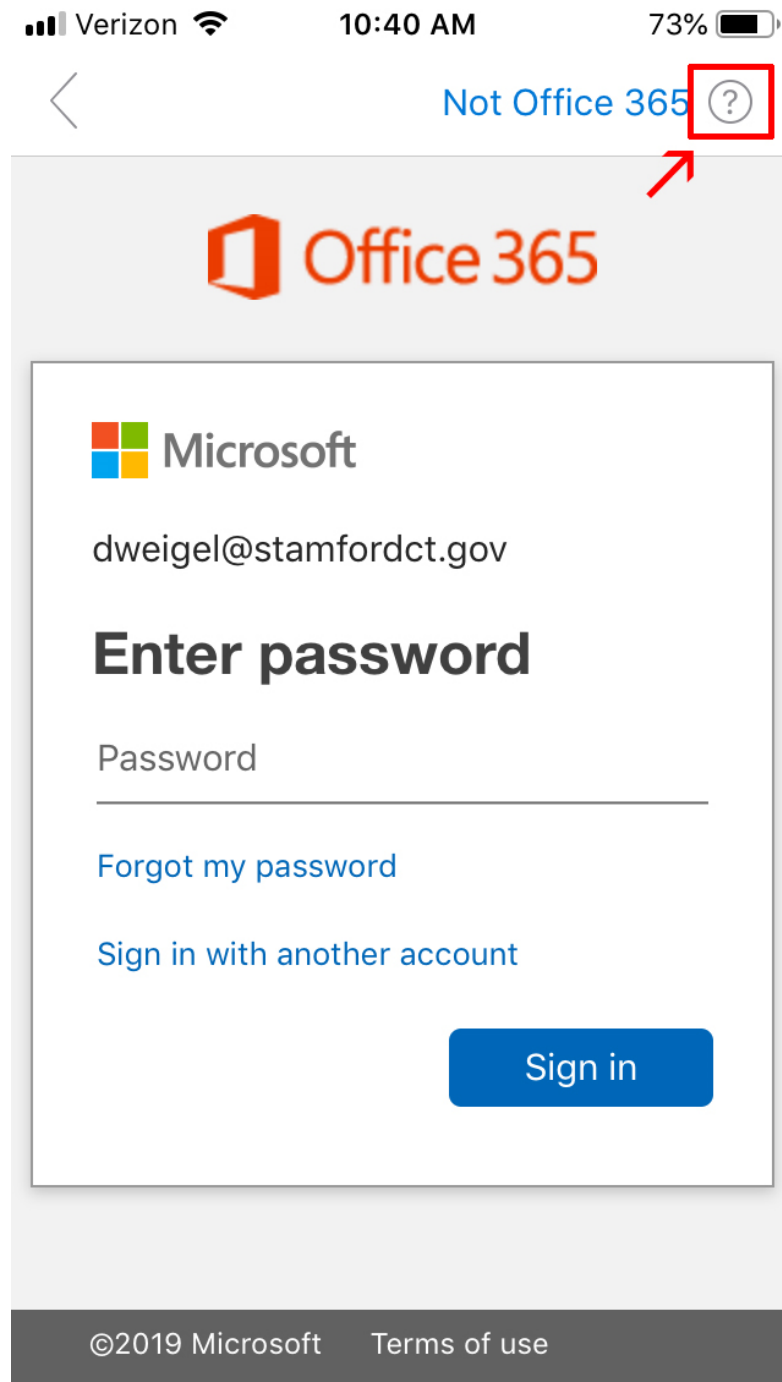
Enter your work or personal email.

dweigel@stamfordct.gov

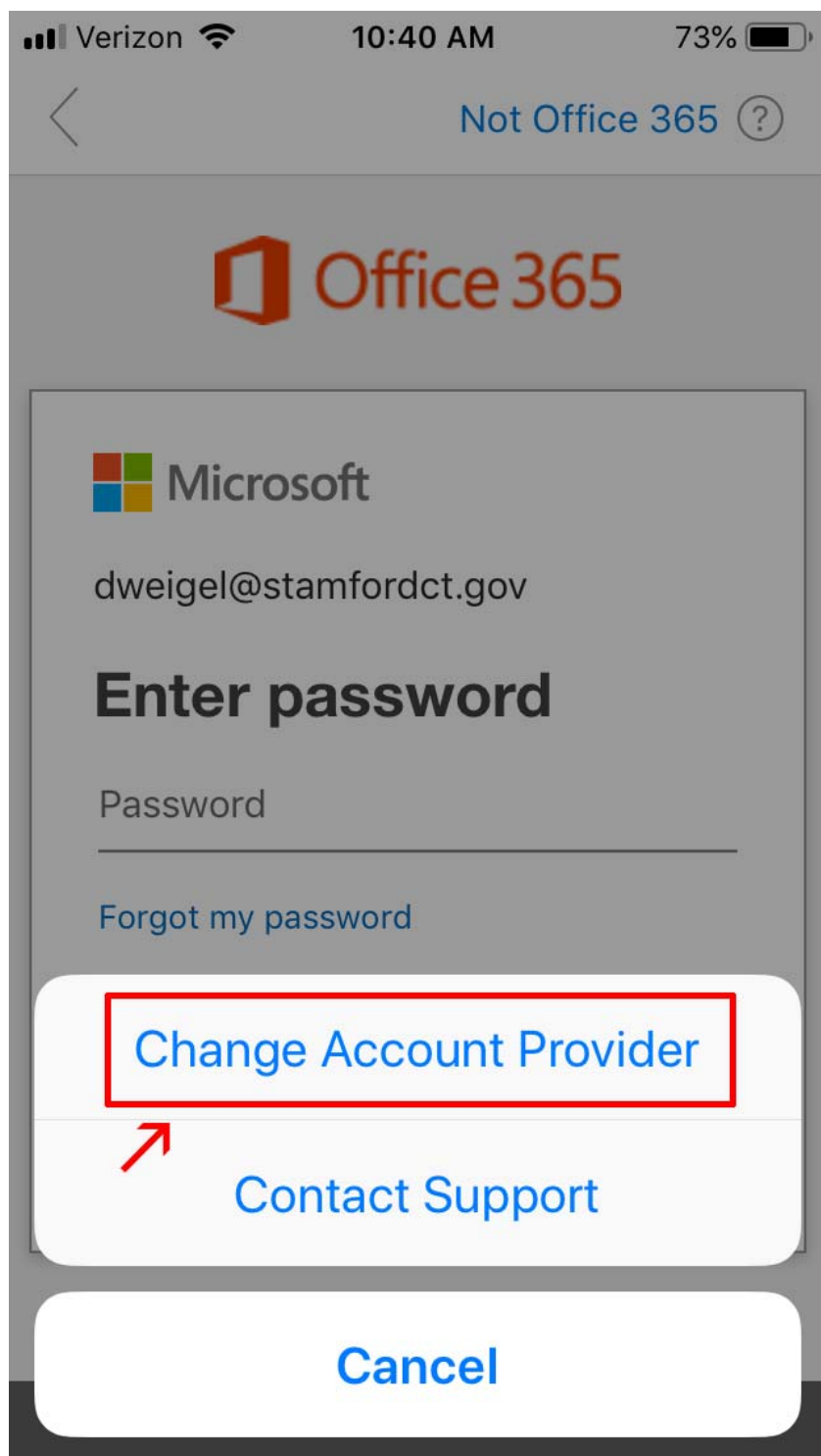
[Add Account](#)

[Privacy & Cookies](#)

When you get to the next screen, you will be asked to add an Office 365 account. This will not work as you do not have an office 365 account here. Tap the little question mark in the corner next to where the app says "Not Office 365".



Tap "Change Account Provider" when this choice is presented after you tap the question mark.



Tap "Exchange" as your account provider.

Verizon

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Add Account

Select your email provider:

MICROSOFT



Office 365



Outlook.com



Exchange



OTHER



Yahoo! Mail



iCloud



Google

ADVANCED



Need help? [Contact support](#)

Now enter your email address and your password on this screen. Description is optional, but helpful if you want to have more than one account here. Tap "Sign In" and your account will set itself up. This may take a few minutes, so be patient. (You should NOT have to use advanced settings, but if your account does not connect, under advanced settings the server would be `webmail.stamfordct.gov`.)

Verizon

10:41 AM

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Email Address

dweigel@stamfordct.gov

Password

●●●●●●●●●●

Description

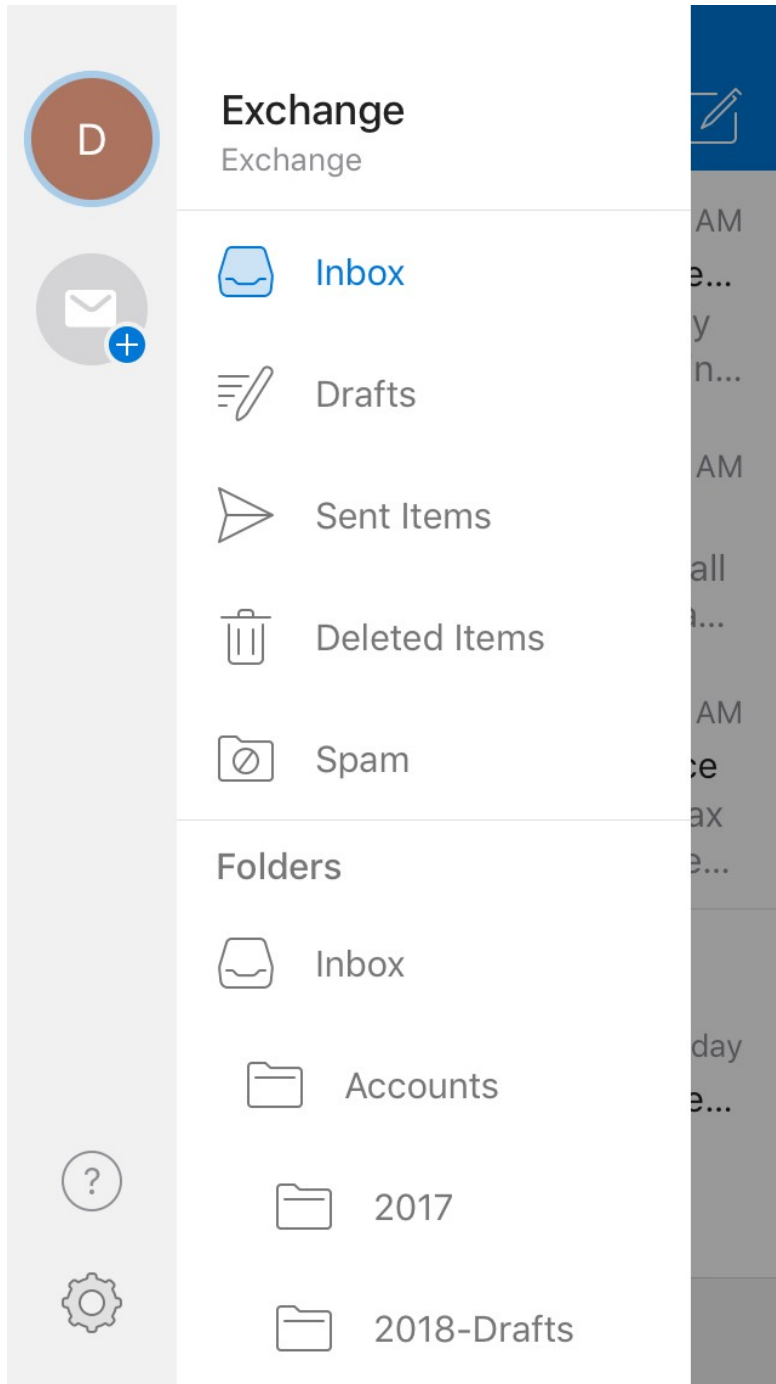
Work

Use Advanced Settings



Sign In

If you wish to change any settings in Outlook after you set it up, tap your initial in the upper left hand corner.



Then choose the gear icon in the bottom left corner. You can change the settings for notifications, your signature, etc. here.

