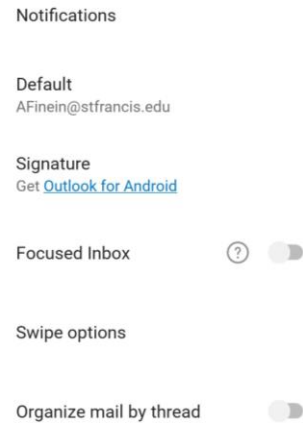


## Adding Your Email to Your Mobile Device

1. Download the Outlook app from the Apple App store or the Google Play store.
2. Open the Outlook app.
3. Tap the blue **Get Started** button.
4. Select **Add an email account**.
5. Enter your **USF email address** and tap **Continue**.
6. Enter your **password** and tap **Sign in**
7. You are now logged into your USF email account

*The TSC highly recommends changing a couple settings within your Outlook app:*

1. Click the hamburger button (three lines) in the top left corner of the screen.
2. Click the gear in the bottom left corner of the screen.
3. Scroll down to the section titled Mail and change the following settings:
  - a. Focused inbox – toggle off
  - b. Organize mail by thread – toggle off
  - c. While on this screen, you can also modify the signature that gets sent from your phone.



*Note: Due to app updates and different types of devices, the design and button locations may vary.*