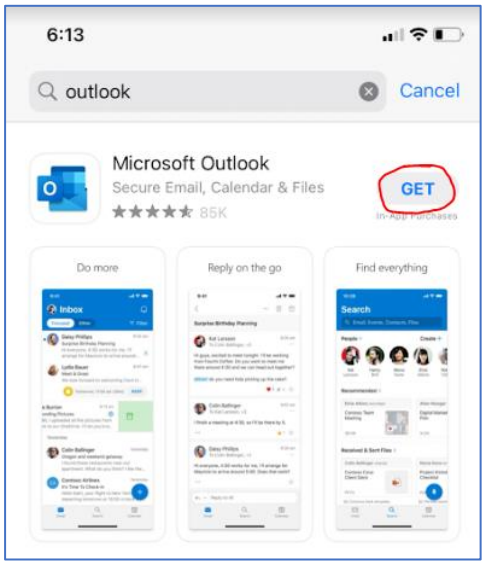
# Set up email access on your phone

Setting up email on your phone comes with two recommendations.

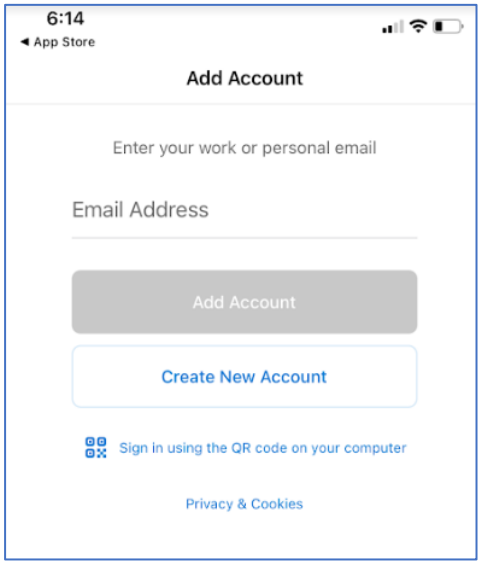
1. It is set up on your company provided iPhone (if you are supplied one for your job role)
2. The email app used to access your email is Outlook.

Please follow the steps below to configure email on your phone.

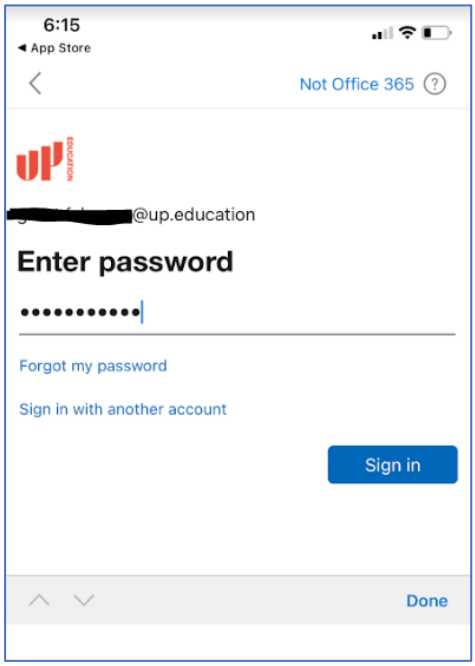
**Step 1:** Download the Outlook app from the Apple App Store




**Step 2:** Input your UP Education primary work email address and click Add Account



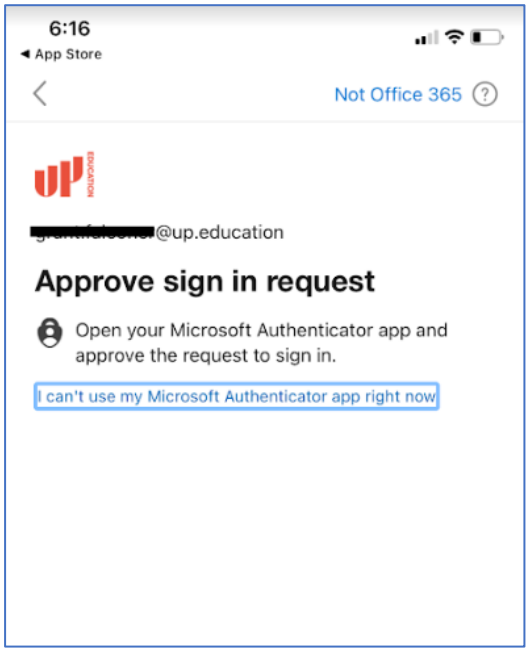
**Step 3:** Enter in your UP-Education account password and click Sign in

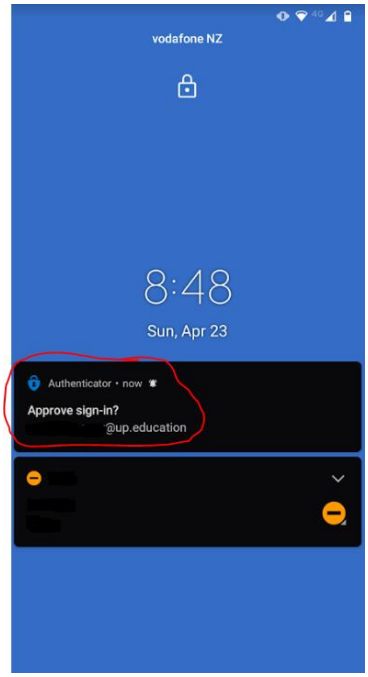



**Step 4:** If you have set up 2 Factor Authentication on your work login account, then you will receive a message on your phone to your MS Authenticator app. Once you receive the message on your phone, approve the sign-in.

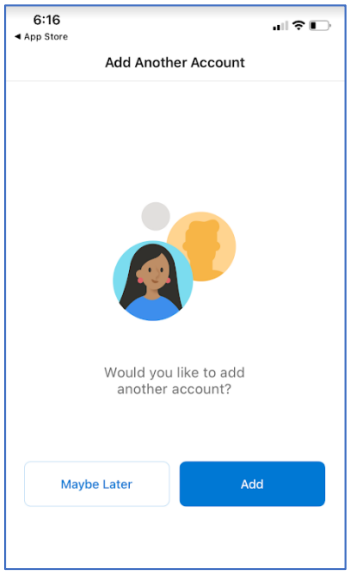
If for some reason your MS Authenticator app is not working on your phone, then you can select I can't use my Microsoft Authenticator app right now can select the option to text your phone with a code or ring your phone instead.

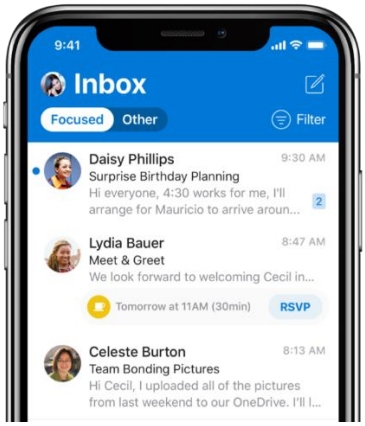
If you haven't set up 2 Factor Authentication yet on you work login, then please follow the instructions Setting up 2FA under the Getting Started section of this website.


6:16
App Store
Not Office 365
[redacted]@up.education
Approve sign in request
Open your Microsoft Authenticator app and approve the request to sign in.
I can't use my Microsoft Authenticator app right now


vodafone NZ
8:48
Sun, Apr 23
Authenticator • now
Approve sign-in?
[redacted]@up.education

**Step 5:** If you receive this message then select Maybe Later




Outlook should now be set up on your phone.