

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

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

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

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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.



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



Outlook should now be set up on your phone.

