

How to Add Your Outlook Email to the Outlook App on Your Phone

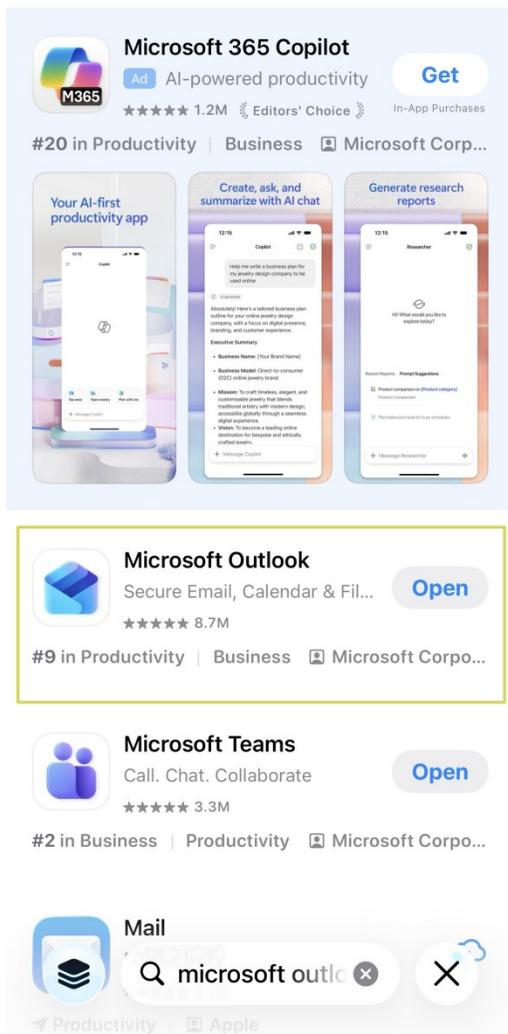
Section 1: iPhone (iOS)

Step 1: Install the Outlook App

1. Open the **App Store** on your iPhone.
2. Tap the **Search** tab at the bottom.
3. Type **Microsoft Outlook** in the search bar.
4. Tap the **Get** button next to **Microsoft Outlook**.
5. Wait for the app to download and install.

10:35

LTE



Step 2: Open Outlook and Start Setup

1. Tap the **Outlook** icon on your home screen to open the app.
2. On the welcome screen, tap **Add Account**.



Welcome to Outlook

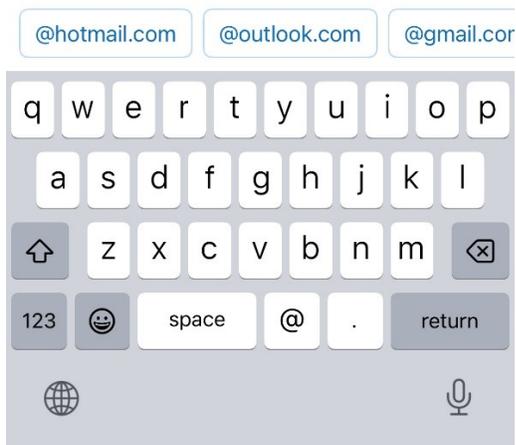
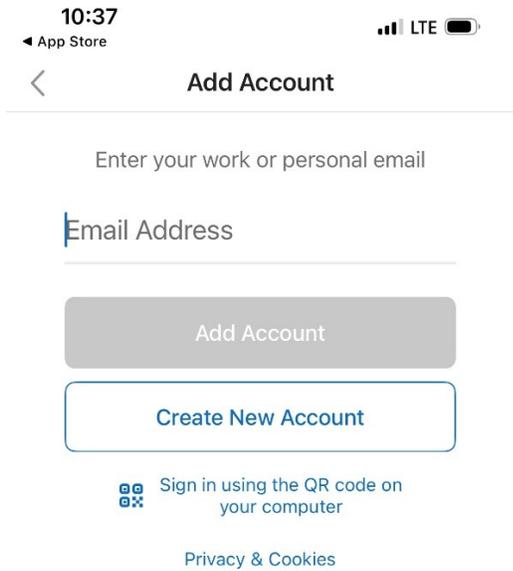
Bring all your emails, contacts, files
and calendars together.

Add Account

Create New Account

Step 3: Enter Your Email Address

1. In the email field, type your **GSW Student or Employee email**.
2. Tap **Add Account**.



Step 4: Enter Your Password

1. When prompted, type your **account password**.
2. Tap **Sign In**.



Enter password

Password

[Forgot my password](#)

[Sign in with another account](#)

Sign in

Log-In Instructions
(<https://www.gsw.edu/campus-technology/email>)

Students: *account@radar.gsw.edu*

Fac/Staff: *fname.lname@gsw.edu*

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[Get codes](#)

Step 5: Complete Security Verification

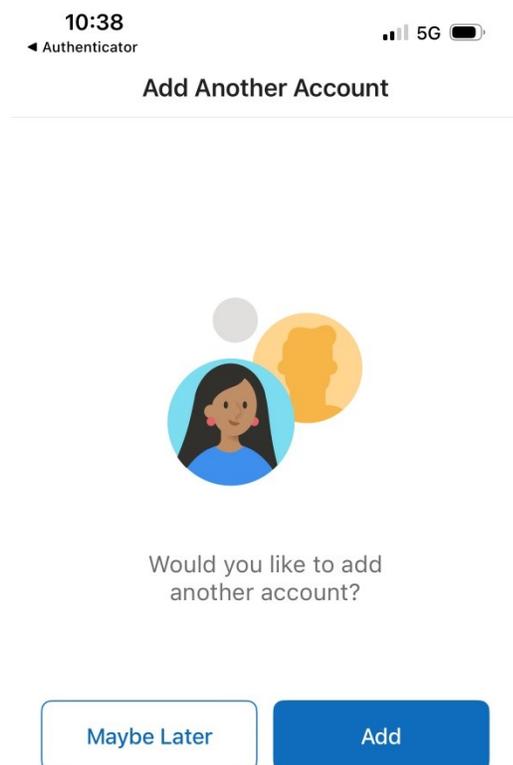
1. Follow the Authentication prompts:

- Approve a notification in the **Microsoft Authenticator** app, or
- Enter a **code** sent by text.

2. Tap **Verify** or **Approve** when done.

Step 6: Confirm Setup

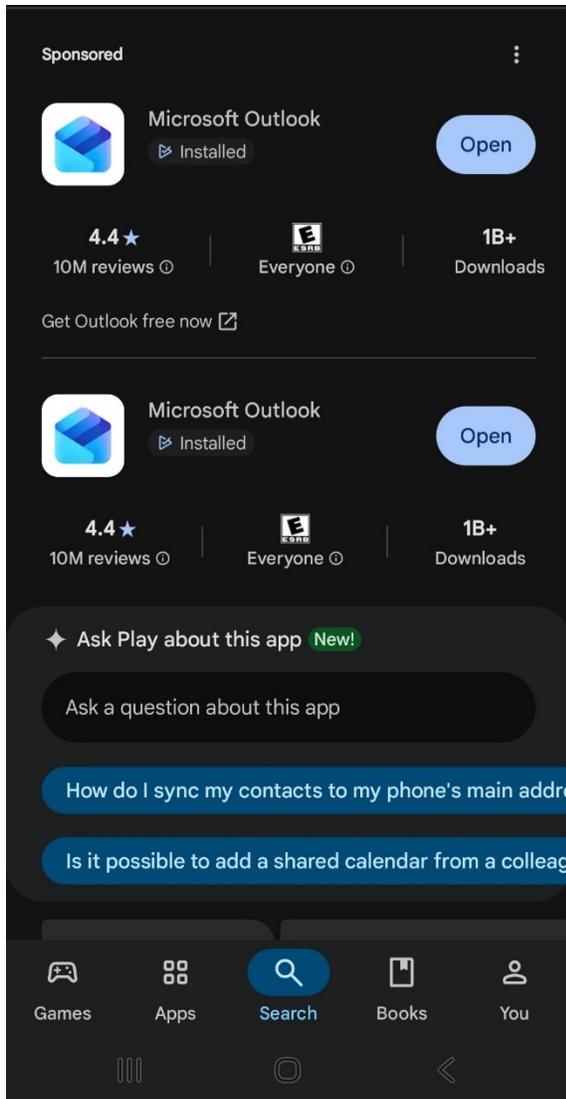
1. On the Add Another Account screen, select **Maybe Later** to continue.
2. Outlook will load your **Inbox**.
3. Swipe down to refresh and confirm that new emails appear.
4. Your GSW email is now set up on your iPhone.



Section 2: Android

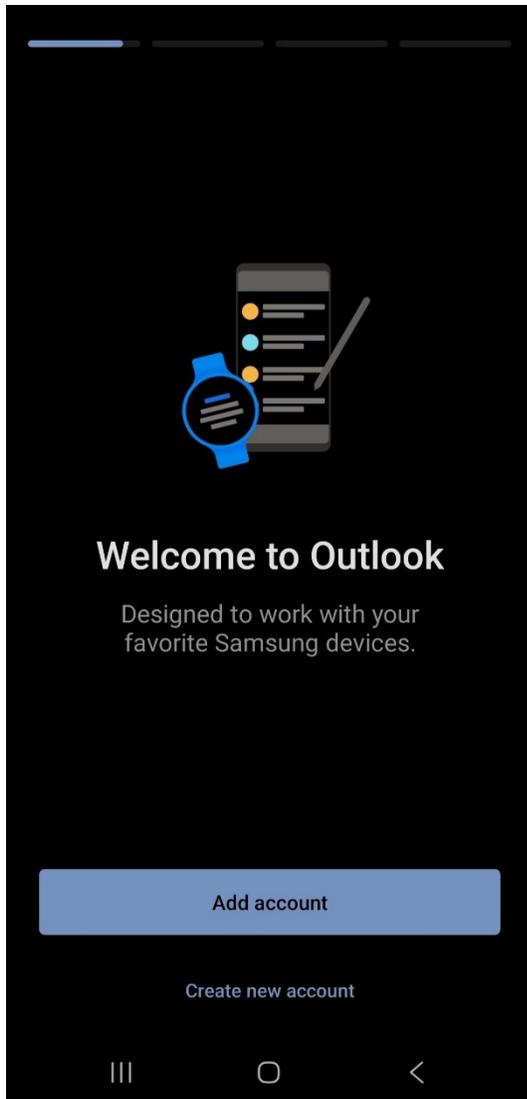
Step 1: Install the Outlook App

1. Open the **Google Play Store** on your Android phone.
2. Tap the **Search** bar at the top.
3. Type **Microsoft Outlook**.
4. Tap **Install** next to **Microsoft Outlook**.
5. Wait for the app to download and install.



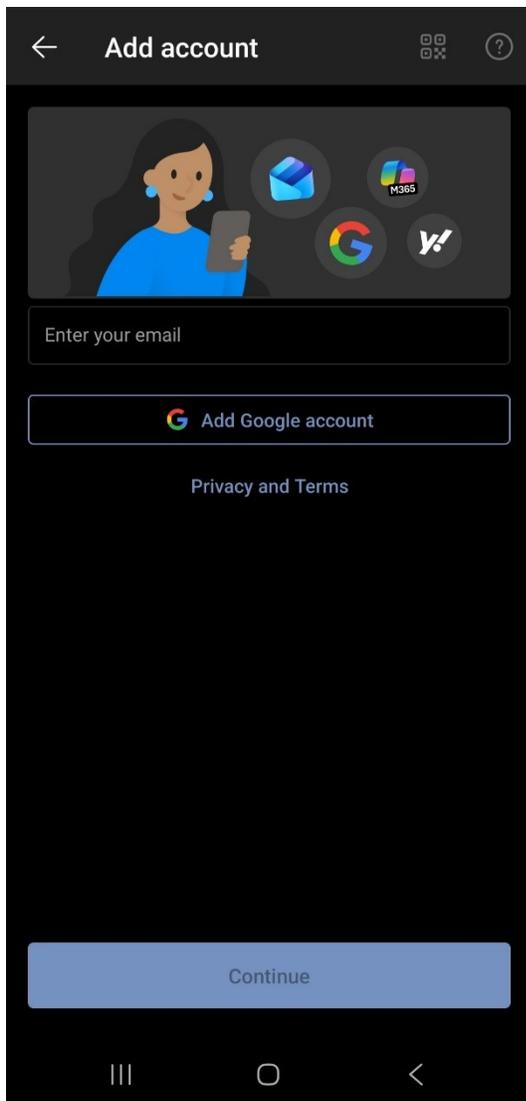
Step 2: Open Outlook and Begin Setup

1. Tap the **Outlook icon** to open the app.
2. On the welcome screen, tap **Add Account**.



Step 3: Enter Your Email Address

1. In the email field, type your **GSW Student or Employee email**.
2. Tap **Continue**.



Step 4: Enter Your Password

1. When prompted, type your **account password**.
2. Tap **Sign In**.

Enter password

Password

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Sign in

Log-In Instructions
(<https://www.gsw.edu/campus-technology/email>)

Students: *account@radar.gsw.edu*

Fac/Staff: *fname.lname@gsw.edu*

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Step 5: Complete Security Verification

1. Follow the Authentication instructions:

- Approve a sign-in request in **Microsoft Authenticator**, or
- Enter a **verification code** sent to your phone.

2. Tap **Verify** or **Approve** when finished.

Step 7: Confirm Setup

1. On the Add Another Account screen, select **Maybe Later** to continue.
2. Outlook will open your **Inbox**.
3. Swipe down to refresh and confirm that emails are syncing.
4. Your Outlook email is now set up on your Android phone.

