



Outlook - iPhone Setup

Purpose

This SOP describes the process for logging into Outlook app for the first time and setting up multi-factor authentication (MFA) for iPhone.

Scope

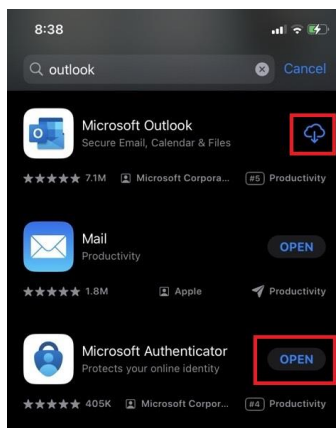
This procedure applies to all employees who need to access their Outlook email account for iPhone.

Responsibility

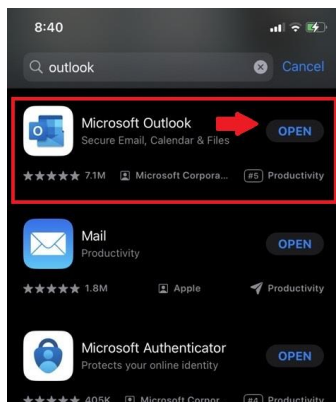
It is the responsibility of each employee to follow these instructions to ensure successful login to Outlook and to set up multi-factor authentication for enhanced security for iPhone.

Step 1: Download the Outlook App and Authenticator App

1. Open the App Store on your iPhone.
2. Search for 'Microsoft Outlook' and download the app.
3. Search for 'Microsoft Authenticator' and download the app.



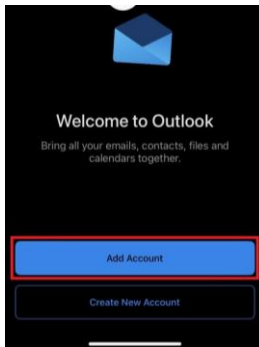
4. Once the downloads are complete, open 'Microsoft Outlook'.



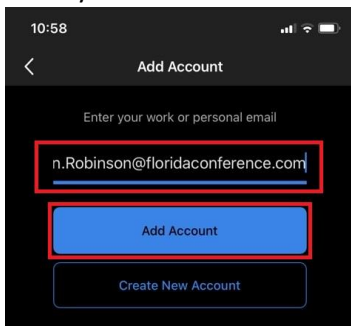


Step 2: Add Your Work Email

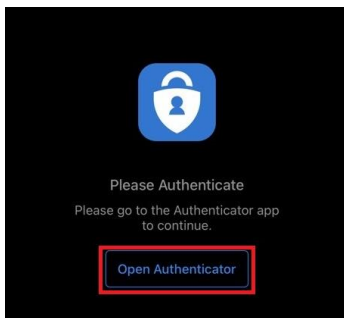
1. Open the Outlook app.
2. Tap on 'Add Account'.



3. Enter your work email address and tap 'Add Account'.



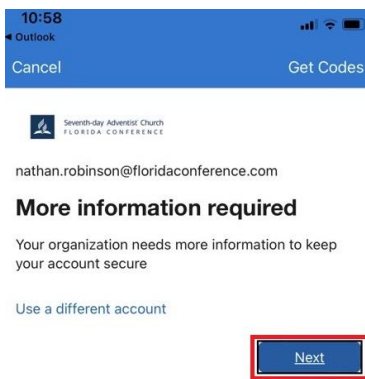
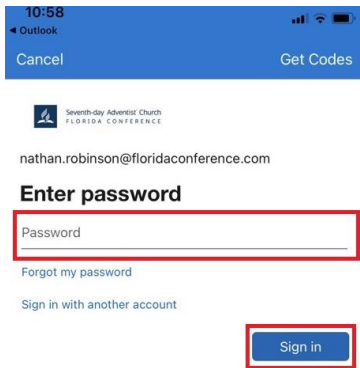
4. Click 'Open Authenticator'



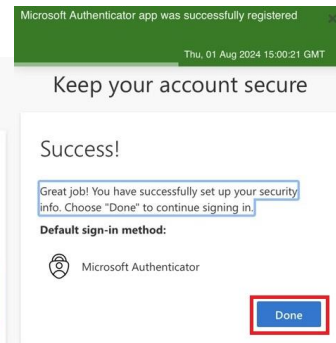
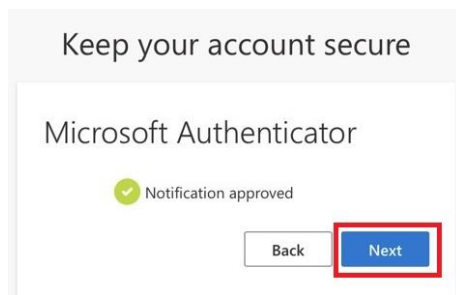
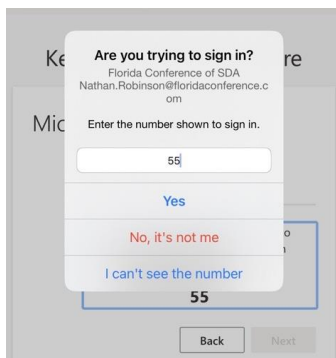
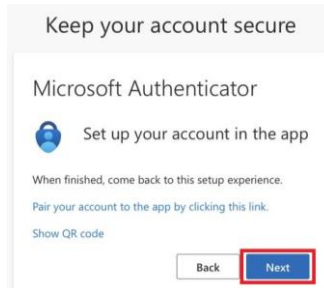
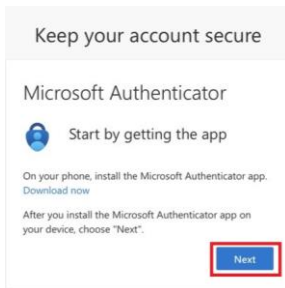


Step 3: Set Up Multi-Factor Authentication (MFA)

1. After signing up, you may be prompted to set up Multi-Factor Authentication (MFA).



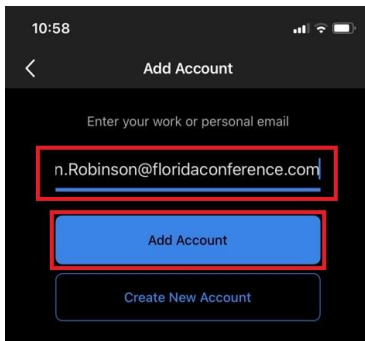
2. Follow the on-screen instructions to set up MFA. This usually involves:
 - a. Approving the sign-in request from a trusted device or app.



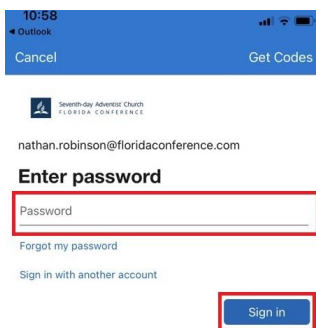
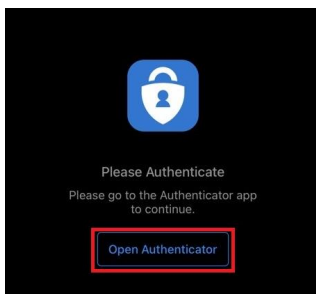


Step 4: Re-Sign into your Email

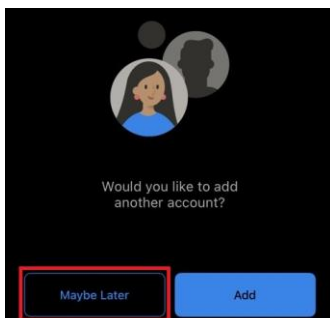
1. Once MFA is set up, Resign into your email



2. Click 'Open Authenticator' (go through the MFA process if prompted to do so)



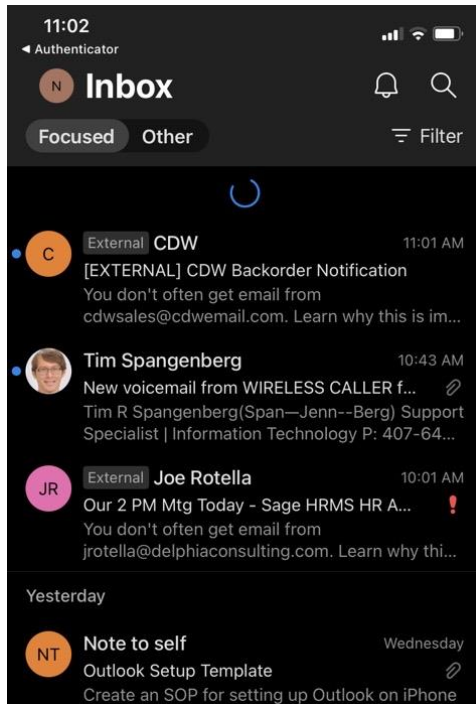
3. Click 'Maybe Later' if asked to add another account





Step 5: Access Your Email

1. You can now access your work email from the Outlook app on your iPhone.
2. Use the app to send, receive, and manage your emails on the go.



Notes

Ensure that you keep your new password and MFA information secure and do not share it with anyone. If you encounter any issues during the login or MFA setup process, please contact the IT department for assistance. Call (407) 644 5000 and ask for the IT Department or email Nathan.Robinson@floridaconference.com

