NAPLES COMPUTERS
239-513-1960

Work Email, New Phone

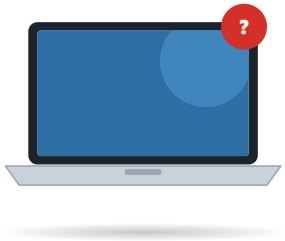
The Outlook app, step by step.



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1 Find Outlook in the Store

Search **"Outlook"** in the App Store (iPhone) or Play Store (Android).



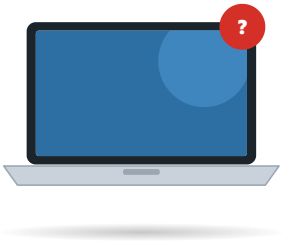
2 Install It

Tap **Install** (or Get), and wait for it to finish.



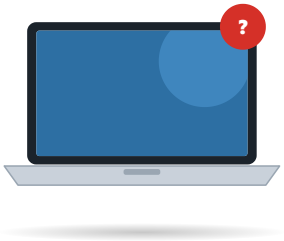
3 Open It, Tap Get Started

The app walks you straight into adding an account.



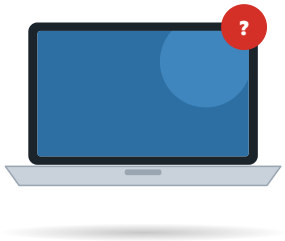
4 Enter Your Work Email

Your full work email address, then **Continue** or **Next**.



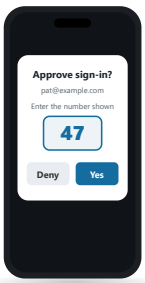
5 Enter Your Password

The same one you use to sign in at work.



6 Approve the Sign-In

If asked, open Microsoft Authenticator and tap **Approve**.



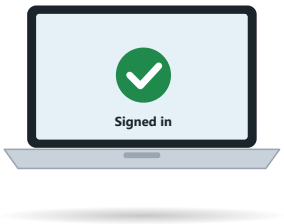
7 Check the Number Matches

Make sure the number on your old device matches your new phone's screen.



8 You're In

Mail, calendar, and contacts start syncing right away.



Good to Know

- Keep your old device handy; you'll likely need it once, for that first approval.
- No prompt showing up? Try closing Outlook completely, then reopening it.
- Lost the new phone later? Call **239-513-1960**; IT can wipe just the work data.

Need Help?

Contact Naples Computers

239-513-1960

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