NAPLES COMPUTERS HOW-TO · MICROSOFT 365

Set Up Your Work Email on a New Phone (Outlook App)

This guide walks through installing the Outlook app and signing in to your work email on a new iPhone or Android phone, including approving the sign-in prompt if your company uses Microsoft Authenticator.

Why the Outlook app

It's what Microsoft 365 and your IT department actually expect you to use.

Built for work accounts
Mail, calendar, and contacts, all set up together, the way Microsoft 365 expects.

Keeps work separate
Your company can manage or remove just the work data, never your personal photos or apps.

Same app, either phone
iPhone or Android, the setup steps are nearly identical.

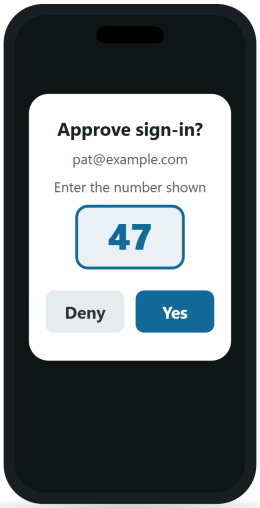
Step by step

OUTLOOK APP SETUP

New phone, no work email yet?

The Outlook app gets you signed in and syncing in just a few minutes.

WHAT TO DO
We're Naples Computers, helping Naples families with this since 1993.



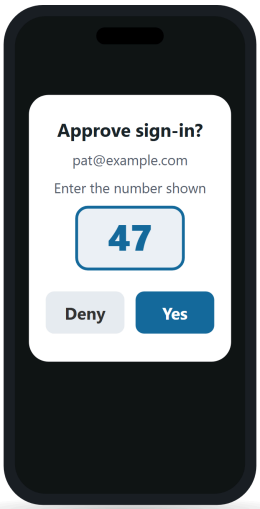
APPROVE THE SIGN-IN

! Asked to approve a sign-in?

That's Microsoft Authenticator confirming it's really you, not a mistake.

WHAT TO DO

Open the notification, check the number matches, and tap Approve.



Set it up

- [ ] **Install Outlook**
  Search "Outlook" in the App Store or Play Store, then install it
- [ ] **Open it, and sign in**
  Tap Get Started, enter your work email address, then your password
- [ ] **Approve the sign-in**
  If asked, approve the prompt in Microsoft Authenticator on your old device

A few things to know

- [ ] **Keep your old device handy**
  You'll likely need it once, to approve this very first sign-in
- [ ] **No prompt showing up?**
  Check Authenticator isn't silenced, or try closing and reopening Outlook
- [ ] **Lost the new phone later?**
  IT can wipe just the work data in Outlook, without touching your personal phone

Recap: work email, new phone

- [ ] Install Outlook from the App Store or Play Store
- [ ] Open it, tap Get Started, enter your work email and password
- [ ] Approve the sign-in in Microsoft Authenticator, if asked
- [ ] Keep your old device nearby for that first approval

Keep your old device handy before you start; you'll likely need it once, to approve this very first sign-in on the new phone, before the old one goes into a drawer or gets handed down.

Stuck on the sign-in?

Call 239-513-1960

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