

Set up Outlook Mobile for CPCS Email on iPhone & iPad devices

1

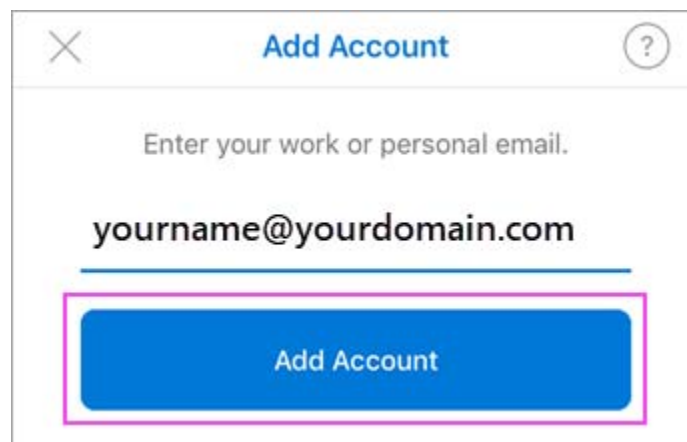
Download [Outlook for iOS from the iOS App Store](#) and then open it. The icon looks like this:



2

If it's your first time using Outlook for iOS, enter your full CPCS email address, then tap **Add Account**.

If not, open the **Menu** > tap **Settings**  > **Add Account** > **Add Email Account**.

The screenshot shows the 'Add Account' screen in the Outlook for iOS app. At the top, there is a title bar with a close button (X), the text 'Add Account', and a help button (?). Below the title bar, the text 'Enter your work or personal email.' is displayed. Underneath, the email address 'yourname@yourdomain.com' is entered into a text field. At the bottom of the screen, there is a large blue button with the text 'Add Account'. This button is highlighted with a pink rectangular border.

3

Enter your CPCS email account password and tap **Sign In**.

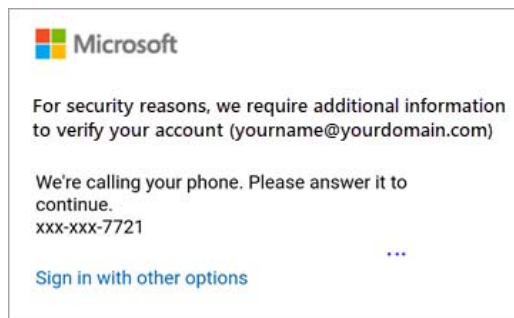
Note: This is the password you would use to access your desktop when at the office



A screenshot of the Microsoft sign-in interface for a work account. At the top is the Microsoft logo. Below it, the email address 'yourname@yourdomain.com' is displayed. The heading 'Enter password' is followed by a password input field labeled 'Password'. Below the input field are two links: 'Forgot my password' and 'Sign in with another account'. A blue 'Sign in' button is located at the bottom right of the sign-in area.

4

If multi-factor authentication is enabled, verify your identity.



A screenshot of the Microsoft multi-factor authentication screen. It features the Microsoft logo at the top. The text reads: 'For security reasons, we require additional information to verify your account (yourname@yourdomain.com)'. Below this, it says 'We're calling your phone. Please answer it to continue.' followed by the phone number 'xxx-xxx-7721'. There is a three-dot menu icon to the right of the phone number. At the bottom, there is a link that says 'Sign in with other options'.

5

Accept any prompts for permission you may receive.

Swipe through the features and you're now ready to get CPCS email on Outlook for iOS!

You need to wait up to 30 minutes for your device to greenlight and for mail to begin flowing to your device.

If mail does not begin to flow after a half hour or if you have any further questions or concerns, please reach out to the IT department by sending an email to helpdesk@publiccounsel.net