How to Download and Sign In to Outlook on iPhone

Step 1: Download Outlook

• Open the App Store or scan the QR code above.

• Tap Search at the bottom

• Type Microsoft Outlook

• Tap Get

• Confirm with Face ID, Touch ID, or your Apple ID password

Step 2: Open the App

 Tap the Outlook icon on your Home Screen

Step 3: Add Your Email Account

• Tap Add Account (Work or School account)

• Enter your email address: managerXXX@petermark.ie

• Tap Continue

Step 4: Enter Your Password

• Type your email password

• Tap Sign In

Step 5: Allow Permissions

When prompted, tap Allow for:

- Notifications

- Contacts

- Calendar

Setup is now complete. Your inbox will begin syncing automatically.