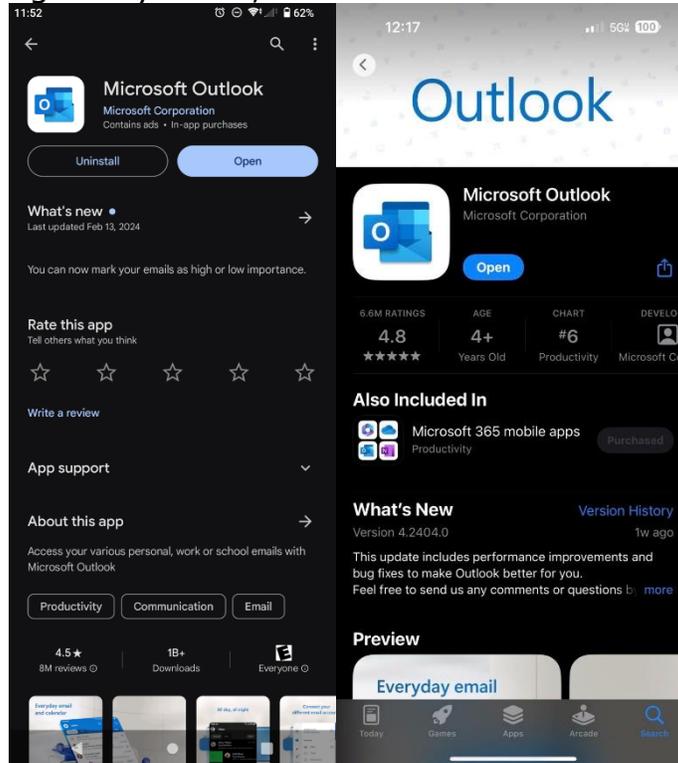


CUNY Microsoft Outlook Mobile Guide

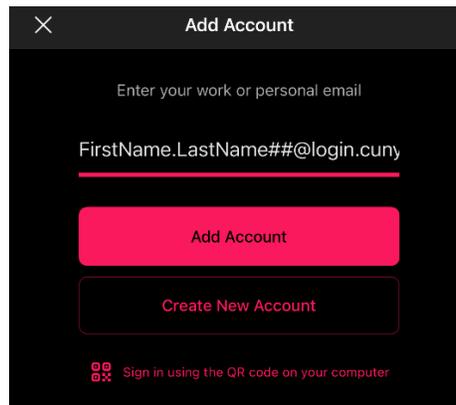
- 1) If you haven't completed Multi-Factor Authentication setup, please refer to that guide before beginning Outlook setup on your mobile device
- 2) If you haven't already, on your mobile device, navigate to the Apple App Store or Google Play Store, and download Microsoft Outlook



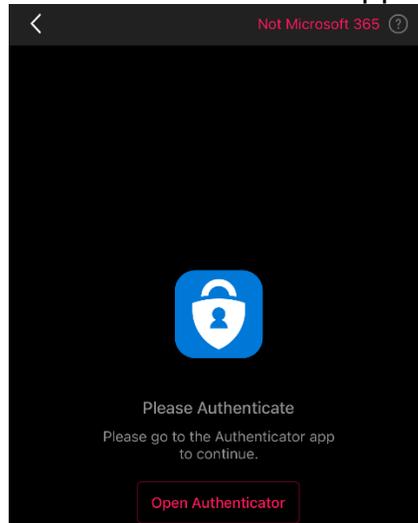
Android

iOS

- 3) If this is your first time using the Outlook app, enter your CUNY Login credentials when prompted to add account. If you already have an email account added, go to Settings within the Outlook app, and select "Add Mail Account"



- 4) You will now be redirected to the Microsoft Authenticator to complete your login. If you are presented with a code, rather than an automatic redirect, enter the code in the Authenticator app when prompted.



- 5) If you have any questions or run into any issues, please call our helpdesk at (718)-368-4840 or send an email to helpdesk@kbcc.cuny.edu