How to Set Up Outlook on Your Device
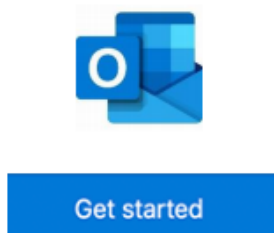
How to setup Outlook for IOS

1. Click on the App store and search for 'Microsoft Outlook' using the search bar
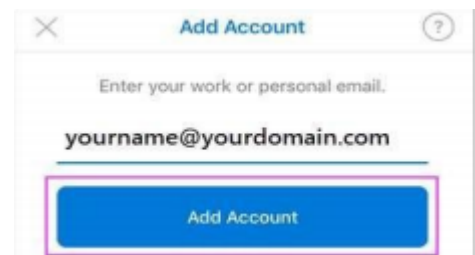

2. Select 'GET' to download Microsoft Outlook. Following this you will need to click install and enter your Apple credentials.

3. Open Outlook. The icon will look like the one below. Is it your first-time using Outlook for IOS? Select 'Get Started'.

Get started

4. Type your student email address, then select 'Add Account'. An example email is: abc123@student.aru.ac.uk

×   Add Account   ?
Enter your work or personal email.
yourname@yourdomain.com
Add Account

5. Type the password for your student email and then click 'Sign In'. Your password should be your D.O.B in a 6-digit format (DDMMYY).

Microsoft
yourname@yourdomain.com
Enter password
Password
Forgot my password
Sign in with another account
Sign in

6. Tap 'Yes' to let Outlook sync your calendar, contacts, etc. After this, you are ready to use Outlook.

You can change these application permissions at any time in your account settings.

Outlook
Privacy & Cookies   Terms
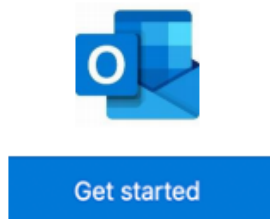Yes   No

How to setup Outlook for Android

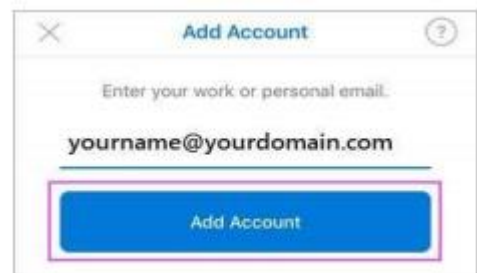1. Go onto the Google Play Store and search for 'Microsoft Outlook' using the search bar.

2. Select 'Install' to download Microsoft Outlook. Following this you will need to enter your Google Play credentials.

3. Open Outlook. The icon will look like the one below. Is it your first-time using Outlook for Android? Select 'Get Started'.

4. Type your student email address, then select 'Add Account'. An example email is: abc123@student.aru.ac.uk

5. Type the password for your student email and then click 'Sign In'. Your password should be your D.O.B in a 6-digit format (DDMMYY).

6. Tap 'Yes' to let Outlook sync your calendar, contacts, etc. After this, you are ready to use Outlook.

Should you need further assistance, please contact iCentre@london.aru.ac.uk or you can chat with us on Live Chat - https://london.aru.ac.uk/