

## Accessing mountainoffire.org.uk Emails

To access Office 365 emails via a browser, use :

<https://outlook.office.com/>

and follow the screen instruction

## Connecting Microsoft 365 email to your iPhone or Desktop

To add a Microsoft 365 email to your iPhone using the built-in Apple Mail app, select **Microsoft Exchange**, enter your account details, and sign in.

### Using Apple Mail App

- Open **Settings** on your iPhone.
- Tap **Mail** (or go to **Apps** then **Mail**).
- Tap **Mail Accounts** or **Accounts**, then select **Add Account**.
- Choose **Microsoft Exchange** from the provider list.
- Type in your full Microsoft 365 email address and a description (like "Work").
- Tap **Next**, then select **Sign In**.
- Enter your password and complete any security or multi-factor authentication [See page 5 below] prompts required by your organisation
- Tap **Accept** to allow permissions, choose what data to sync (Mail, Contacts, Calendars), and tap **Save**.

For a step-by-step visual guide on setting up your account through the built-in Mail settings:

## YouTube Video

<https://youtu.be/OJMKD0NwP9Q?si=Ylf4YcHDfNyOnpvpb>

### Using the Outlook Application on iPhone

- Download the official **Microsoft Outlook** app from the Apple App Store.
- Open the app and tap **Add Account** (or go to settings inside the app to add an account).
- Type your Microsoft 365 email address and tap **Add Account**.
- Enter your password and tap **Sign In**.
- Complete any multi-factor verification steps or code prompts [See page 5 below]
- Choose whether to enable notifications to finish the setup.

For tips on logging in and finishing setup using the official Outlook app:

## YouTube Video

[How to Add Microsoft 365 Email to iPhone / iPad Outlook App \(2025\)](#)

## Connecting a Microsoft 365 email to Android

Connecting a Microsoft 365 email to Android is fastest using the official Microsoft Outlook app. Download the app from the Google Play Store, open it, tap **Get Started**, enter your full Microsoft 365 email address and password, and follow the sign-in prompts.

- Open the **Outlook** app on your Android device.
- Tap **Get Started** or go to **Settings > Add Account > Add Email Account**.
- Type your full Microsoft 365 email address and tap **Continue**.
- Enter your password and tap **Sign In**.
- Approve any security or permission requests required by your organization.
- Tap **Maybe Later** if asked to add another account to view your inbox.

### Using the Built-in Gmail or Android Mail App

- Open your phone **Settings** and tap **Passwords & accounts** (or **Users & accounts**).
- Tap **Add account** and select **Exchange** (or **Office 365**).
- Enter your full Microsoft 365 email address and password.
- Tap **OK** if a redirect request or security control prompt appears for your work or school account.
- Open your phone's email app to view your synced messages.

## YouTube Video

<https://www.youtube.com/watch?v=fJtBx9lLENw>

# Setting up Microsoft 365 on the Outlook desktop app

Setting up Microsoft 365 on the **Outlook desktop app** requires opening the account wizard, entering your email address, and authenticating through your organization or personal account.

Here is how to get it running on your computer.

## Outlook for Windows Setup

- **Launch Outlook:** Open the **Outlook** desktop application from your Start menu.
- **Access wizard:** Click **File** in the top-left corner, select **Info**, and click **Add Account** (or enter your email immediately if it is a fresh install).
- **Enter email:** Type your full Microsoft 365 email address, click **Connect**, and wait for the password prompt.
- **Authenticate account:** Enter your password, complete any **Multi-Factor Authentication (MFA)** prompts, and click **Sign in**. [See page 5 below]
- **Complete setup:** Uncheck "Set up Outlook Mobile on my phone" if prompted, click **Done**, and restart Outlook to sync your inbox.

## Outlook for Mac Setup

- **Launch Outlook:** Open the **Outlook** app from your Applications folder or Launchpad.
- **Access settings:** Click **Outlook** in the top menu bar, select **Settings** (or **Preferences**), and click **Accounts**.
- **Add account:** Click the **plus (+) sign** in the bottom-left corner and select **Add an Account**.
- **Enter email:** Type your Microsoft 365 email address, click **Continue**, and choose **Microsoft 365** if prompted for the account provider.
- **Authenticate account:** Enter your password in your organization's login portal, complete the **MFA code**, and click **Sign in**. [See page 5 below]
- **Complete setup:** Click **Done** once the account successfully links, and your mail folders will begin loading in the sidebar.

## Link to setup MFA

<https://support.microsoft.com/en-US/authenticator/how-to-add-your-accounts-to-microsoft-authenticator>

## YouTube Video for setting up MFA on Android or iPhone

<https://www.youtube.com/watch?v=SAFVajR-V9c>

OR

[https://youtu.be/GLJ6\\_3WcJlk?si=g03AKsqenHQMd6gK](https://youtu.be/GLJ6_3WcJlk?si=g03AKsqenHQMd6gK)

## To raise an Issue, use the “Raise A Support Ticket” Form

Via <https://mountainoffire.org.uk/index.php/contact/raise-a-support-ticket>

