



# Office 365 Mobile Setup

Microsoft Outlook for iOS (Apple devices) instructions are provided as-is for personal phone or mobile device use. Carroll Hospital and Information Systems will not be held responsible for any configuration changes that may occur when settings up a Microsoft Office 365 account on Associates' personal devices. This app is recommended over the old instructions on page 2.

1. Open the **App Store**, search for **Outlook**, see fig. 1 right:  
(pro tip: OWA for iPad is not the same thing!)
2. Tap **+Get**, then **Install**
3. Once installed, open the app and tap **Get Started**
4. Tap **Add an Account** and select **Office 365**

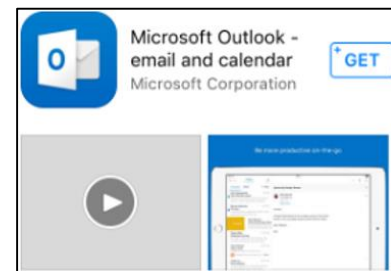


Fig. 1

5. Enter your **username** followed by **@carrollhospitalcenter.org**, when you tap the password box, you will be forwarded to the hospital's sign-in page, enter your **username** and **password**, and tap "**sign-in.**" See fig. 2 below:

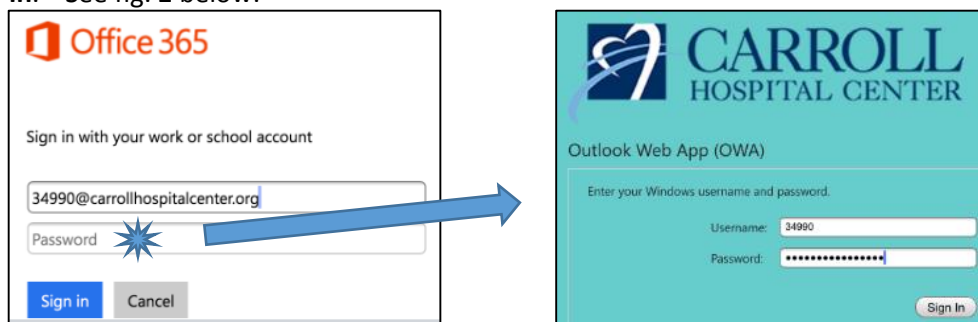


fig. 2 – after entering the full username and tapping on the password box (left), you will be redirected to the hospital's sign-in page (right)

6. You may choose to allow notification alerts or not



The instructions below are older but still valid for email and calendar setup. They are more difficult to use than the standard Outlook app. It is not recommended to use the instructions on this page.

These instructions are provided as is for personal phone or mobile device use. Carroll Hospital Center and Information Systems will not be held responsible for any configuration changes or errors that may occur when setting up a Microsoft Office 365 account on any personal phone or mobile device. Carroll Hospital Center and Information Systems cannot guarantee that these instructions will work for every Apple iOS-based phone or mobile device.

Note: Some wording may be different, based the release of your iOS phone or mobile device.

1. Go **Settings**
2. Go to **Mail, Contacts, Calendars**
3. Select **Add account...**
4. Select **Exchange**
5. The **Address** is your full CHC email address, for example: jroenick@carrollhospitalcenter.org
6. The **Password** is your Windows password
7. The **Description** can be anything you want
8. Once Username and Password are entered, select **Next** button in the top right
9. If asked for a server, use **m.outlook.com**

