



How to install Microsoft Outlook mobile

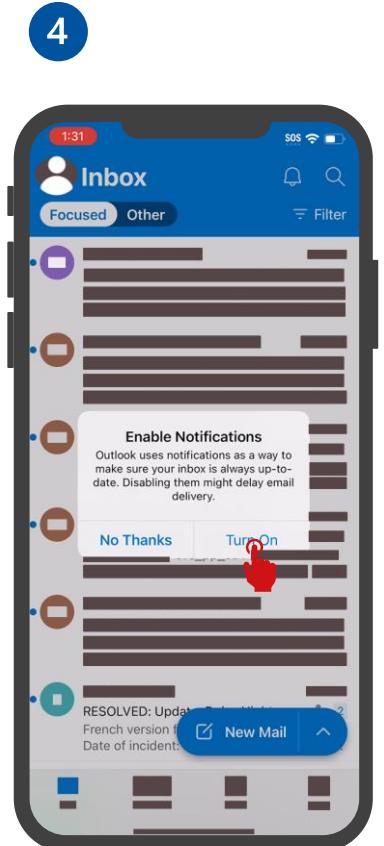
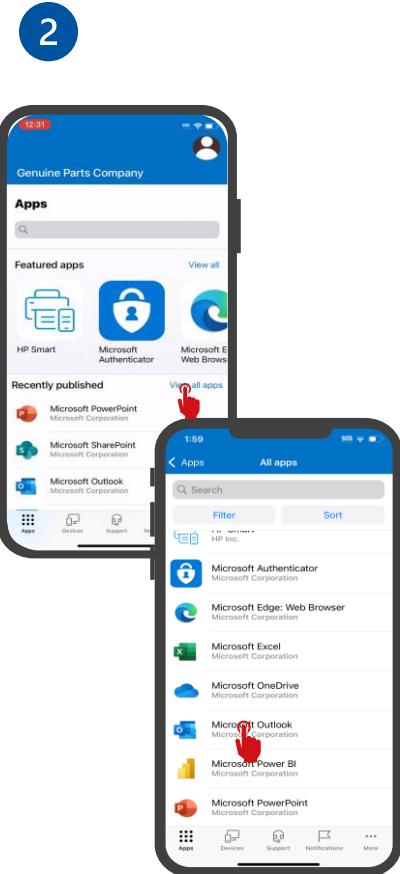
Instructions for iPhone or iPad



Install and configure the Outlook application.



- Installing and configuring the Company Portal app is required to use the Outlook app to access your emails. [Follow the step-by-step instructions here](#)



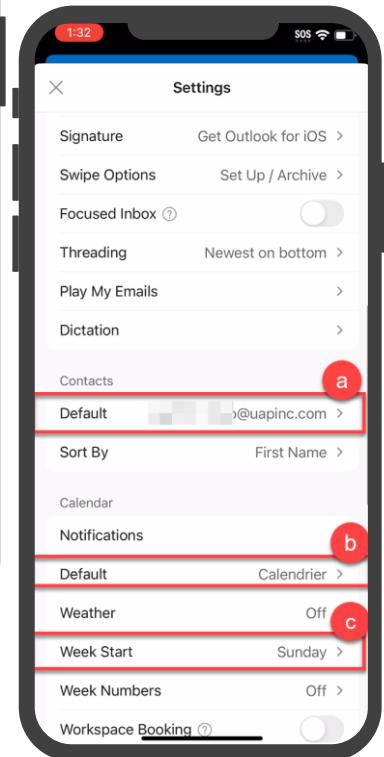
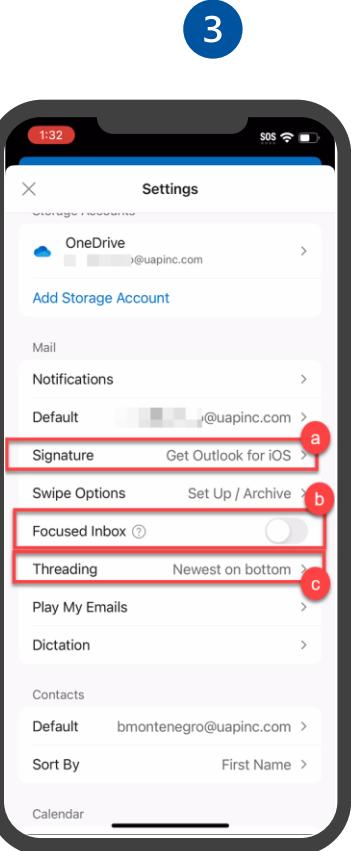
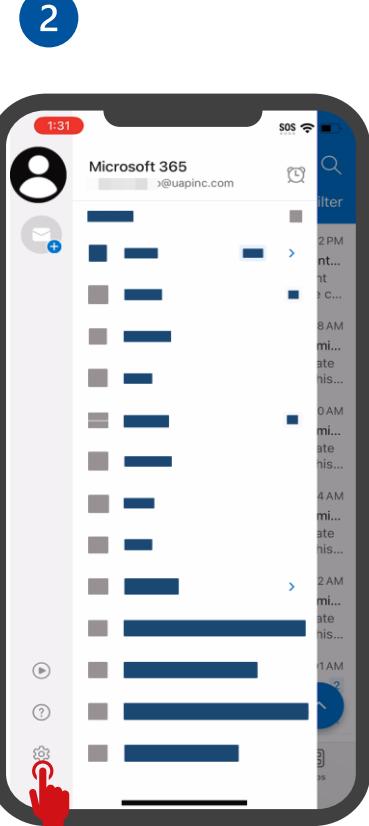
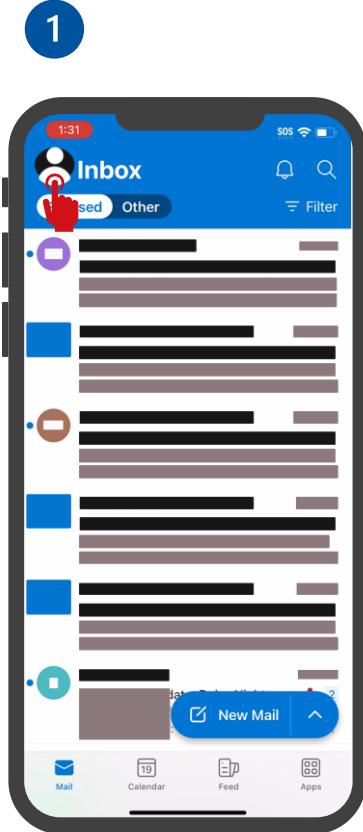
You may need to authenticate.

- 1 • Tap  to launch the Company Portal app
- 2 • Tap on “View all apps”
• Tap on “Microsoft Outlook” 
- 3 • Once the app is installed on your device
• Tap on the “Add Account” button
• On this screen, type “Add Account” and your account @uapinc.com , @napacanada.com will be added.
- 4 • Tap “Turn On”

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- 1 • In the top left corner, tap on your initials.
- 2 • At the bottom left, tap on the icon
- 3 • **Email settings**
 - a) Setup a signature
 - b) Deactivate or Activate focus Inbox
 - c) Deactivate or Activate email threading
- 3 • **Contacts and calendar settings.**
 - a) Only your UAP account contact will display.
 - b) Your default calendar is the UAP calendar
 - c) Week start: change it to Monday

You can install OneDrive, Teams, PingID from the **Company Portal app** instead of the the App Store