



# How to install Microsoft Outlook mobile

Instructions for iPhone or iPad



**AUTO PARTS**



**MAX**

**ALTROM**  
GROUP

**AUTO-CAMPING**

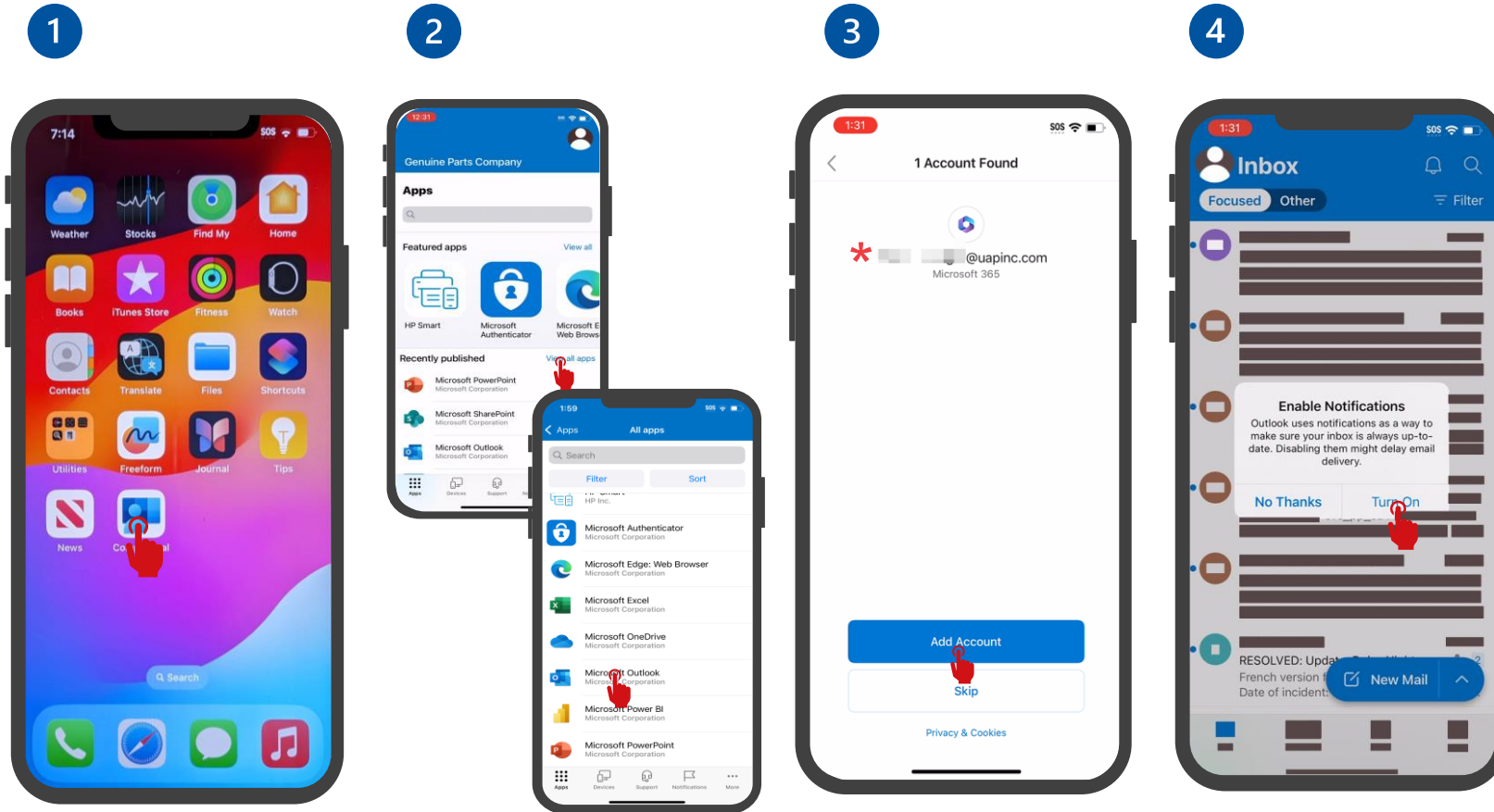


**CADEL** →



# 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](#)



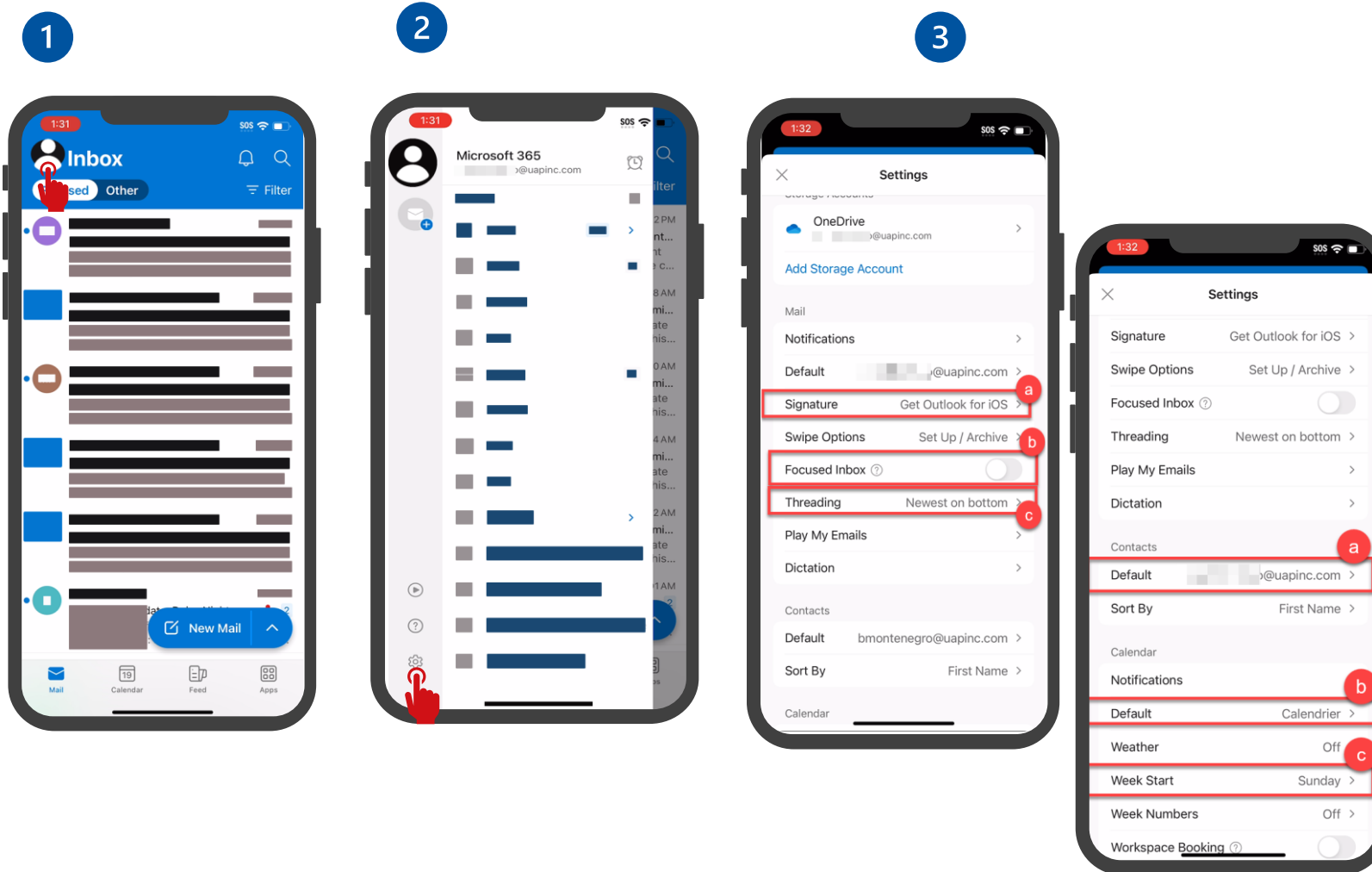
*You may need to authenticate.*

- 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
- **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*