

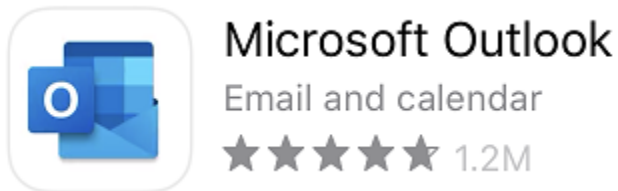
Microsoft Outlook: Configuring on iOS

Users should access their Beaumont email from a mobile device using the Microsoft Outlook application only. Using any other email application results in a blocked email message. If the user receives this message, they must confirm no other email applications contain their profile.

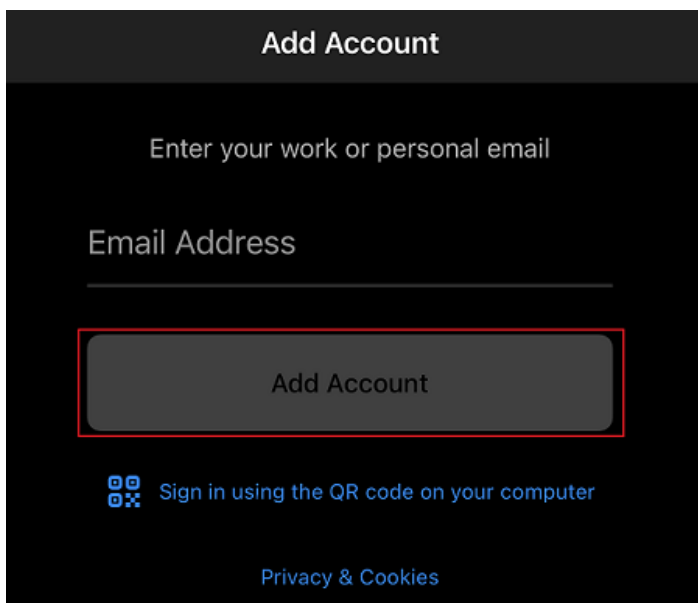
Note: Users can delete the current email account on their iPhone/iPad by tapping **Settings**, then **Mail, Contacts, and Calendars**. Tap the **Beaumont/Exchange** account, and then tap **Delete Account**.

How to Setup Microsoft Outlook App on Apple iOS Devices

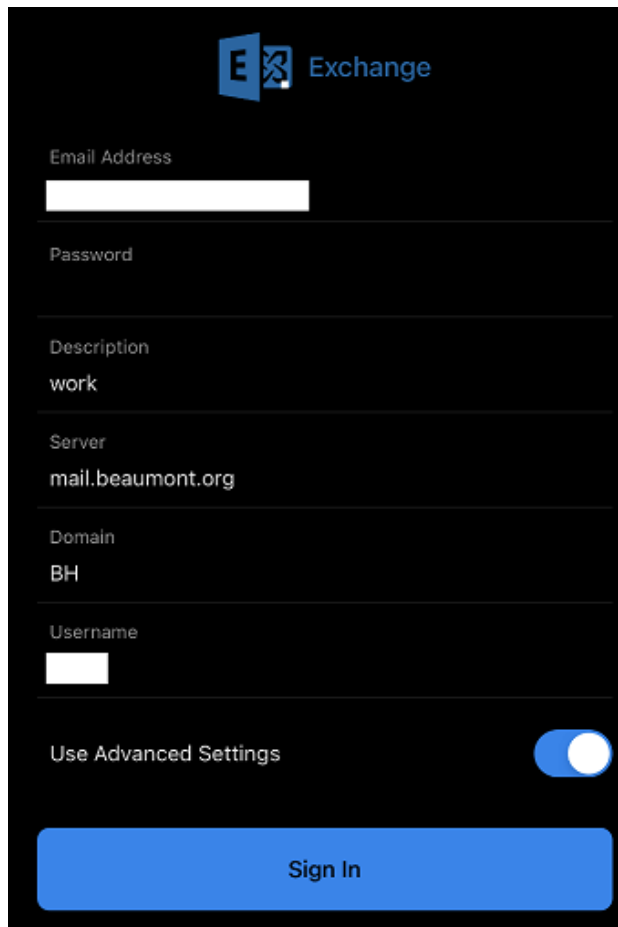
1. Search and download **Microsoft Outlook** in the App Store.



2. Open the Outlook application and type in Beaumont email address Tap **Add Account**.
Note: Please use firstname.lastname@beaumont.org (i.e. john.doe@beaumont.org). Do not use @contractor.beaumont.org or @beaumont.edu.

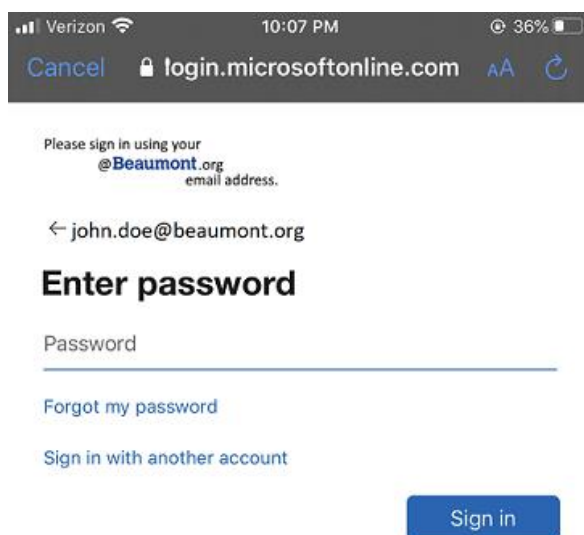


3. If prompted, enter **server** and **domain** info and click **Sign In**.
 - Server: mail.beaumont.org
 - Domain: BH



The image shows the Exchange login interface. At the top is the Exchange logo. Below it are input fields for Email Address, Password, and Username. There are also fields for Description (containing 'work'), Server (containing 'mail.beaumont.org'), and Domain (containing 'BH'). A toggle switch for 'Use Advanced Settings' is turned on. A large blue 'Sign In' button is at the bottom.

4. Enter your Beaumont network login password. Then tap **Sign in** or **Next**.



The image shows a mobile screen with a status bar at the top (Verizon, 10:07 PM, 36% battery). Below the status bar is a browser address bar showing 'login.microsoftonline.com'. The main content area has the text 'Please sign in using your @Beaumont.org email address.' followed by the email 'john.doe@beaumont.org'. Below this is the heading 'Enter password' and a password input field. There are links for 'Forgot my password' and 'Sign in with another account'. A blue 'Sign in' button is at the bottom.

5. The Outlook App should now be configured to receive email. Choose to Enable Notifications (optional).

