

# Outlook for Phone and Tablet devices

**IMPORTANT! If you previously had your legislative email on this device, you MUST remove the old account first! See “Removing Your Old Account” at the end of this document.**

1. Download Outlook from your mobile device's OS application store. (Apple App Store or Google Play Store)



*Outlook App on Google Play*

*Outlook for Apple iOS*

2. Open outlook, and select “Add Account”



Welcome to Outlook

Bring all your emails, contacts, files and calendars together.

Add Account

Create New Account

3. On the "Add Account" screen, enter your Email Address, and click "Add Account"

**Add Account**


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Enter your work or personal email

Percival.Baxter@legislature.maine.gov


[Add Account](#)

[Create New Account](#)

 [Sign in using the QR code on your computer](#)

[Privacy & Cookies](#)

4. Select "Next" on the "More information is required" page

 Microsoft

Percival.Baxter@legislature.maine.gov

**More information required**

Your organization needs more information to keep your account secure

[Use a different account](#)

[Next](#)

5. Enter your password, and click "Sign in"

 Microsoft

Percival.Baxter@legislature.maine.gov

**Enter password**

Because you're accessing sensitive info, you need to verify your password.

Password

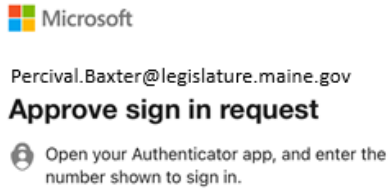
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[Forgot my password](#)

[Sign in](#)

6. When you click "Sign in" Two things will happen:

- A prompt will pop up on device you're adding your Legislative email to with a number that you must enter into the Microsoft authenticator app:

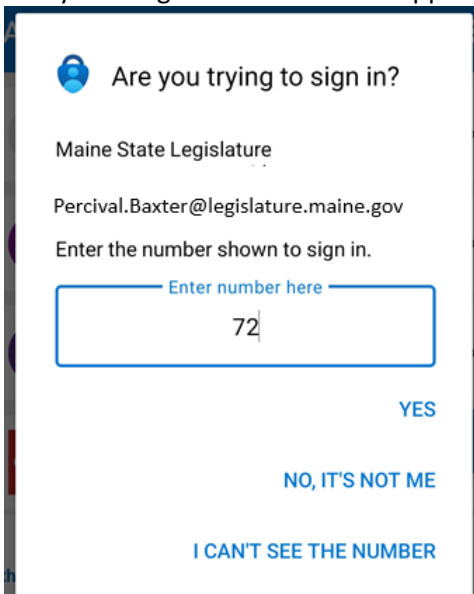


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No numbers in your app? Make sure to upgrade to the latest version.

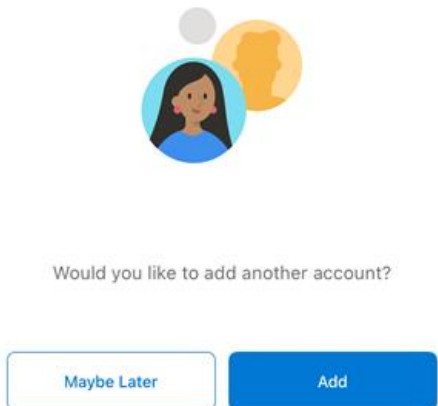
[I can't use my Microsoft Authenticator app right now](#)

- And you will get a notification to approve the sign in on the Microsoft authenticator app:



Enter the number and select "Yes".

7. After authenticating, the next screen will ask if you would like to add another account. Select "Maybe Later"

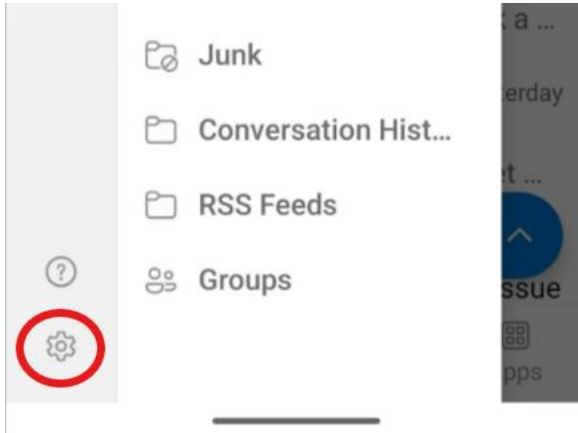


And you're all set!

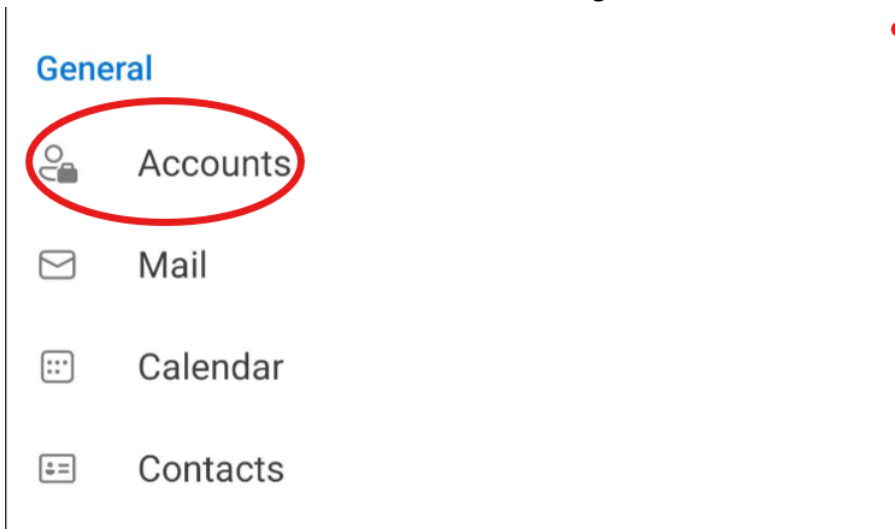
If you have any questions, please contact LIT at 287-1625

## Removing You Old Account

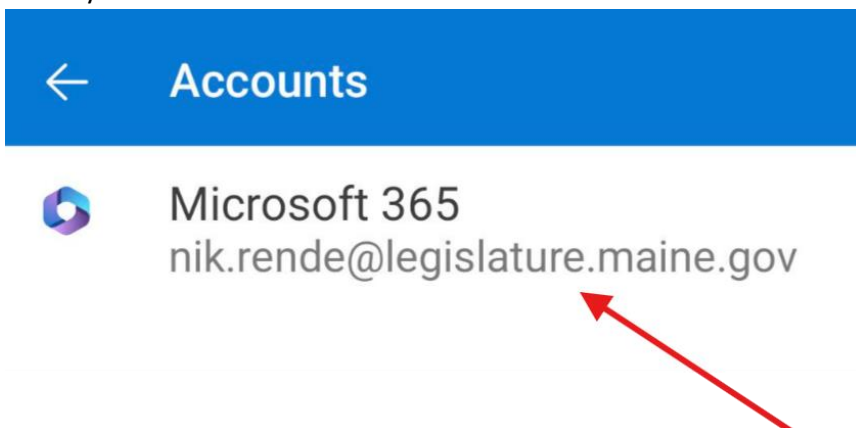
1. Open the Outlook app on the device and pick the circle in the upper left corner next to "Inbox". It will probably have your initials in it.
2. Pick the Settings icon in the lower left corner.



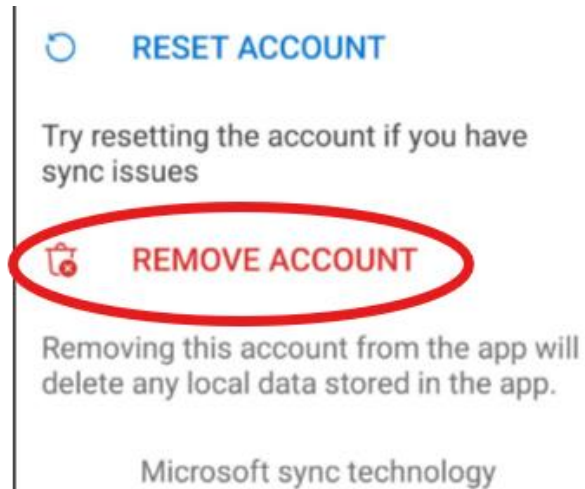
3. Next select "Accounts" under the General heading.



4. Select your old account.



5. Scroll to select "Remove Account".



6. Confirm removal.

**You can now proceed to Step 2 to Add Account.**