

We're pleased to announce that we're **upgrading** your email experience!
This new method is more secure, more consistent, and more capable.

Below are three easy steps to get up and running with Microsoft Outlook on your mobile devices



Microsoft Authenticator

First - Configure your new security token

In the near future, this new security token will be used to secure Webmail access as well as the mobile Outlook app. We're getting it set up now so that you're ready when we enable the new security.

1. Install the [Microsoft Authenticator App](#) on your smartphone or tablet by tapping the link shown on the left or by searching for it on your device application store.
2. From a computer, sign into the multi-factor setup page with your email address and password by clicking this link: [Multi-factor Setup Page](#). You'll need to sign in with a computer so that you can scan the barcode with your device.

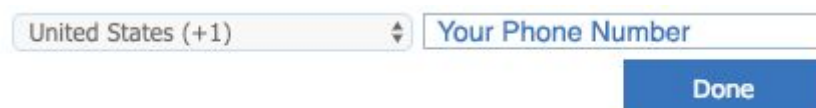
⇒ Step 1: How should we contact you?



⇒ Step 2: Configure Mobile App



⇒ Step 3: In case you lose access to the mobile app





**Microsoft
Outlook**

Next - Get your new email application

1. Install the [Microsoft Outlook App](#) on your smartphone or tablet by tapping the link shown on the left or searching your device application store.
2. Open the app and sign in using your email address. You won't need to use your new security token until we enable it in the near future.

Note: On Android tablets when you open Outlook for the first time, you may be prompted to import personal email accounts. You can uncheck the account and click "Skip" if you do not want personal email shown in Outlook.

3. When prompted, tap "Register" and accept the security controls.

Note: On Android devices you may be prompted to install the Intune Company Portal application. This app is required for full email security. Follow the instructions on your device to install the application.



Finally - Remove your old email accounts

In the near future, additional security controls will be enabled and your NM exchange account will no longer function with your device's native email application.

On iOS devices

Go to [Settings > Passwords & Accounts](#) and tap the NM account. Click **Delete Account** to complete the removal process.

On Android devices

Go to [Settings](#), then search for [Accounts](#). Tap the NM account. Tap the **3 dot menu** : and select **Remove Account** to complete the removal process.

Contact Sync

If you want to have your contacts sync to your phone, open the Outlook app, choose the menu on the upper left, choose the gear icon on the bottom left, select your NM account, then turn on the "Save/Sync Contacts" option.

Need some help? Have a look at [Outlook for iOS and Android Help](#) guide.

Completely Stuck? [Watch the video](#) or Give the service desk a call at 312-926-4357.

Get to know your new email and [optimize the Outlook mobile app for your iOS or Android phone](#).

Want to do more? View the [Outlook for iOS cheat sheet](#) or the [Outlook for Android cheat sheet](#).