

YOMA GROUP

SET UP OF EMAILS ON MOBILE DEVICES



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Set up an Exchange Account on an Apple Devices





Android

Set up an Outlook Email on an Android Phone

Android

Install the Outlook App

Search

Outlook app.

Search for the Microsoft

2

Open 1

Open the Google Play Store on your Android device.



3 Install

Tap Install to download and install the app.



Open the Outlook App



Once installed, open the Outlook app.



Welcome to C

Bring all your emails files and calendars

ADD ACCOU

CREATE NEW ACC

G	
Outlook ails, contacts, ars together.	
DUNT	2
ACCOUNT	



Select Add Account.



Add an Outlook Account





1 Enter Your Password

Enter your password associated with the email account. Microsoft

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sanshwe@yoma.com.mm

Enter password

•••••

Forgot my password

Sign in with another account

Add an Outlook Account





Approve Sign in Request

Approve

Open your Authenticator app, and enter the number shown to sign in.

4 🗂 🖪

Microsoft

sanshwe@yoma.com.mm

Approve sign in request

Open your Authenticator app, and enter the number shown to sign in.



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

I can't use my Microsoft Authenticator app right now



Add an Outlook Account

Tap MAYBE LATER 1

After approving the request, tap Maybe Later to finish the process.



MAYBE LATER



Access Your Email

1 Access Your Email

Your account is now set up. You can access your email, calendar, and other features directly from the Outlook app.









Set up an Outlook Email on an Apple Devices

IOS



Search for the Microsoft Outlook app.

Q Microsoft Outlook



Microsoft Outlook Secure Email, Calendar & Files



Microsoft Teams call. Chat. Collaborate

*****3.3M

Microsoft Corpor...



Microsoft 365 (Office) Nord, Excel, PowerPoint & Mo.,

🖞 Editors' Choice 🎽 🛛 🖪 Microsoft C...



Mail Productivity

*****2.2M

Apple



Microsoft Authenticator Protects your online identity





Install the Outlook App

Open 1

Open the App Store on your IOS device.



3 Install & Open

Tap Install to download and install the app.

Open the Outlook App



Once installed, open the Outlook app.



Welcome to Outlook

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

Add Account

Create New Account



Select Add Account.

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Enter Your Email

Enter your Outlook email address (e.g. name@yoma.com.mm)

Add an Outlook Account

Add Account Enter your work or personal email sanshwe@yoma.com.mm Add Account **Create New Account** Sign in using the QR code on your computer Privacy & Cookies

Add Acount 2

Select Add Account.

Add an Outlook Account

Authentication 1

Ensure you have the Authenticator App beforehand.



Please Authenticate Please go to the Authenticator app to continue.

Open Authenticator

Not Microsoft 365 (?)



Tap Open Authenticator.

Add an Outlook Account

2 Enter Your Password

Enter your password associated with the email account. Microsoft

Cancel

sanshwe@yoma.com.mm

Enter password

Forgot my password

•••••

Sign in with another account

Redirection

You'll be redirected to a login page.



Approve Sign in Request

1 Approve

Open your Authenticator app, and enter the number shown to sign in.

Cancel



sanshwe@yoma.com.mm

Approve sign in request

Open your Authenticator app, and enter the number shown to sign in.



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

I can't use my Microsoft Authenticator app right now

ns of use Privacy & cookies ...

Add an Outlook Account

Tap MAYBE LATER 1

After approving the request, tap Maybe Later to finish the process.

10:28 Authenticator



Maybe Later

Access Your Email

1 Access Your Email

Your account is now set up. You can access your email, calendar, and other features directly from the Outlook app.





This may take a few moments, depending on the folder size and the network connection.

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Set up an Exchange Email on an Apple Devices

Open Mail inthe Settings

Open Settings

Go to the Settings app on your iPhone or iPad.





Scroll down

Scroll down the Settings to find Mail



Mail

Tap Mail to further progress



Add an Exchange Account

)
Settings Mail	
ALLOW MAIL TO ACCESS	
🢽 Siri & Search	
Default Mail App	
PREFERRED LANGUAGE	
🜐 Language	Er
Accounts	
MESSAGE LIST	
Preview	
Show To/Cc Labels	
Swipe Options	
MESSAGES	



1 Tap Accounts

Tap Accounts to add an Exchange account.

Add an Exchange Account

🕻 Mail

Accounts

ACCOUNTS

iCloud iCloud Drive, iCloud Mail, Contac

Add Account

Fetch New Data

cts and 9 more	Tap Add Account
> 	Tap Add Accounts to add an
Push >	Exchange account.

Add an Exchange Account

Add Account Accounts iCloud Microsoft Exchange Google yahoo! Aol. Outlook.com Other

Tap Microsoft Exchange 1

From the list of email providers, choose Microsoft Exchange

24



Enter Your Email

Enter your email address (e.g. name@yoma.com.mm)

Add an Exchange Account

Cancel	Exchange
Email	sanshwe@yoma.co
Descriptio	on Exchange
Adding on F	

the Exchange administrator to remotely manage your device. The administrator can add/remove restrictions and remotely erase your device.

> Exchange Device ID 8NV0C58PST26N8D3JK4U3AM12S

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m.mm

2 Description

You can put your description

whatever you want.



Tap "Next" in the top-right corner to further progress.

Add an Exchange Account

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cance	Exchange	Next
Email	sanshwe@yoma.com.mm	
Descri	ption Exchange	
Adding adminis	Sign in to your	nange The
adminis	"yoma.com.mm"	
remotel	Exchange account using	
	Microsoft?	
	Your email address will be sent to	
	Microsoft to discover your	
	Exchange account information.	
	Configure Manually	

Sign In

Tap Sign in 1

Tap Sign in and continue, you'll be redirected to a login page.

Add an Exchange associated with the email account. Account

2 Enter Your Password

Enter your password account.

🔒 in.microsoftor Microsoft ← sanshwe@yoma.com.mm **Enter password** ********** Your account will be remember Forgot my password Sign in with another account

Redirection

You'll be redirected to a login page.

nline.com 🗚 🖒		
ed on this device.	3 Sign In	
Sign in	Tap Sign Ir progress	n to further
t		

Approve Sign in Request

1 Approve

Open your Authenticator app, and enter the number shown to sign in.



Terms of use Privacy & cookies ...

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Verify an Exchange Account

ancel 🔒 jin.microsoftonli

Microsoft

sanshwe@yoma.com.mm

More information red

Your organization needs more info your account secure

Use a different account

Terms of use Privacy & cookies

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re information to keep	
	1 Tap Next
Next	Tap Next to see the more information required.
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Verify an Exchange Account

Check Security Info

Check your Security Info. Click "OK" if everything is correct; if not, click "Edit Info". ancel 🔒 ysignins.microso

Yoma Strategic Holdings Ltd

Is this info up to

It's important to keep your security in how you can prove who you are whe your password.

Security info

Default sign-in method: Microso notification

S Phone

Microsoft Authenticator

Mic Mic

Microsoft Authenticator

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oft Authenticator -	
Edit info	
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Sync an Exchange Account

1 Sync

After successful authentication, you may be asked to sync mail, contacts, calendars, and reminders. Enable or disable these options based on your preferences.





Access Your Email

1 Access Your Email

Your account is now set up. You can access your email, calendar, and other features directly from the Mail app.





Password Expiration and Update Reminder for Outlook Accounts

For security reasons, the password will expire every **90 days**, your Outlook will send reminder **7 days** before it expires. After each password changes, you will need re-enter your new password to all your devices.

Revision History

Version	Date of Revision	Description
1	19.9.2024	First Released

Next Review Date

March 2025