



Y O M A G R O U P

# SET UP OF EMAILS ON MOBILE DEVICES



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Android

# Set up an Outlook Email on an Android Phone

Android

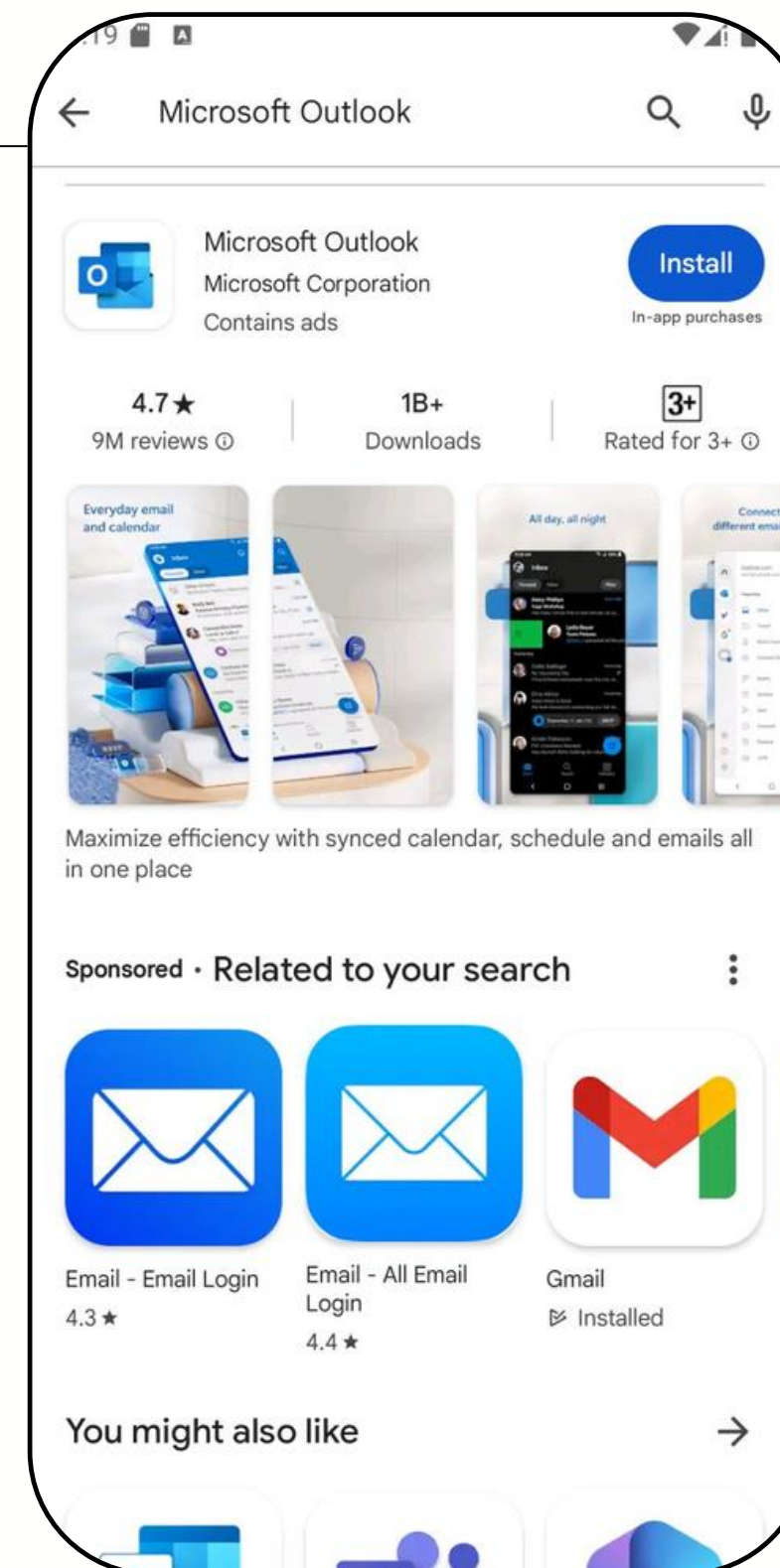
# Install the Outlook App

## 1 Open

Open the Google Play Store on your Android device.

## 2 Search

Search for the Microsoft Outlook app.



## 3 Install

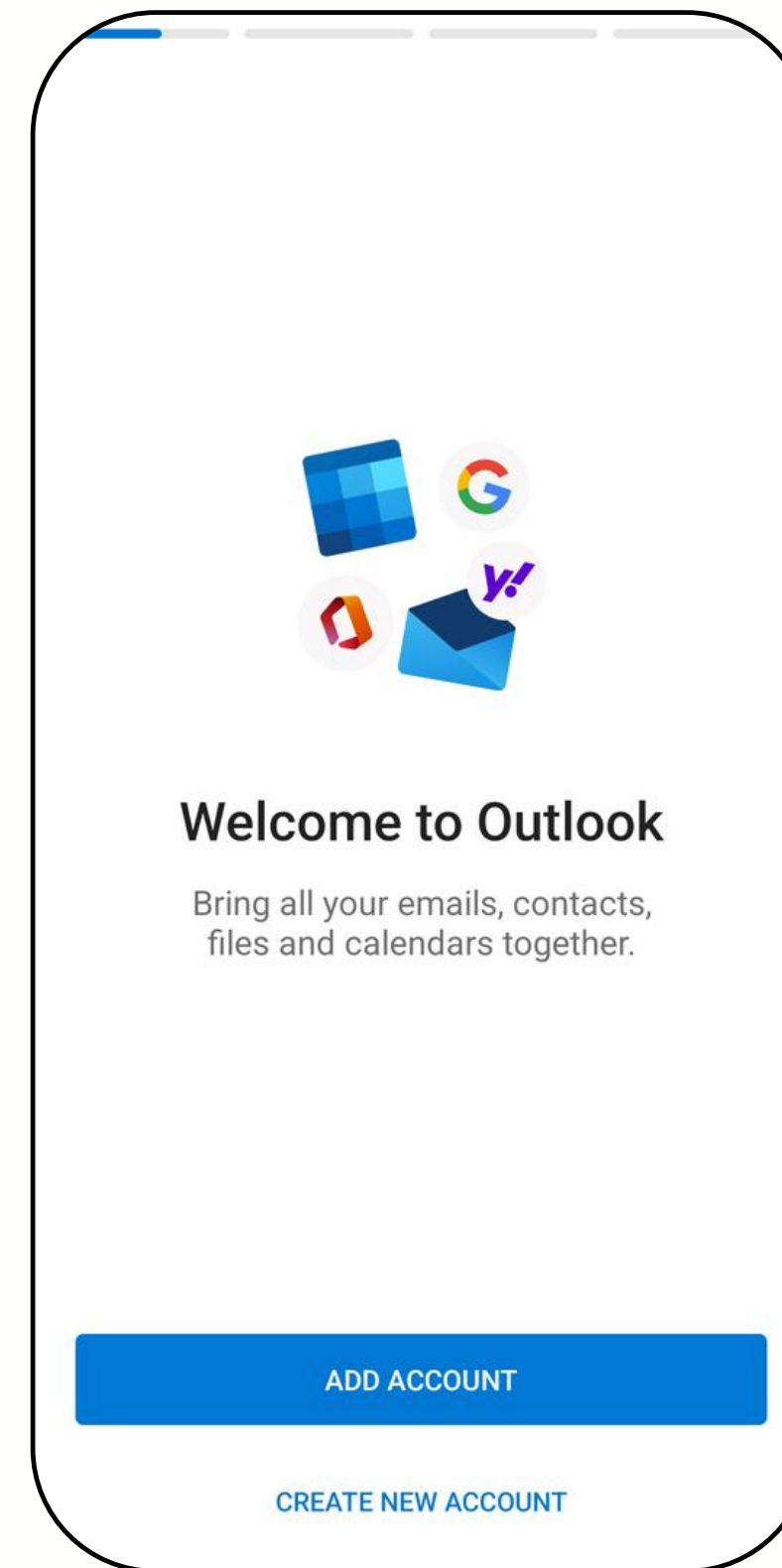
Tap Install to download and install the app.

Android

# Open the Outlook App

## 1 Open

Once installed, open the Outlook app.

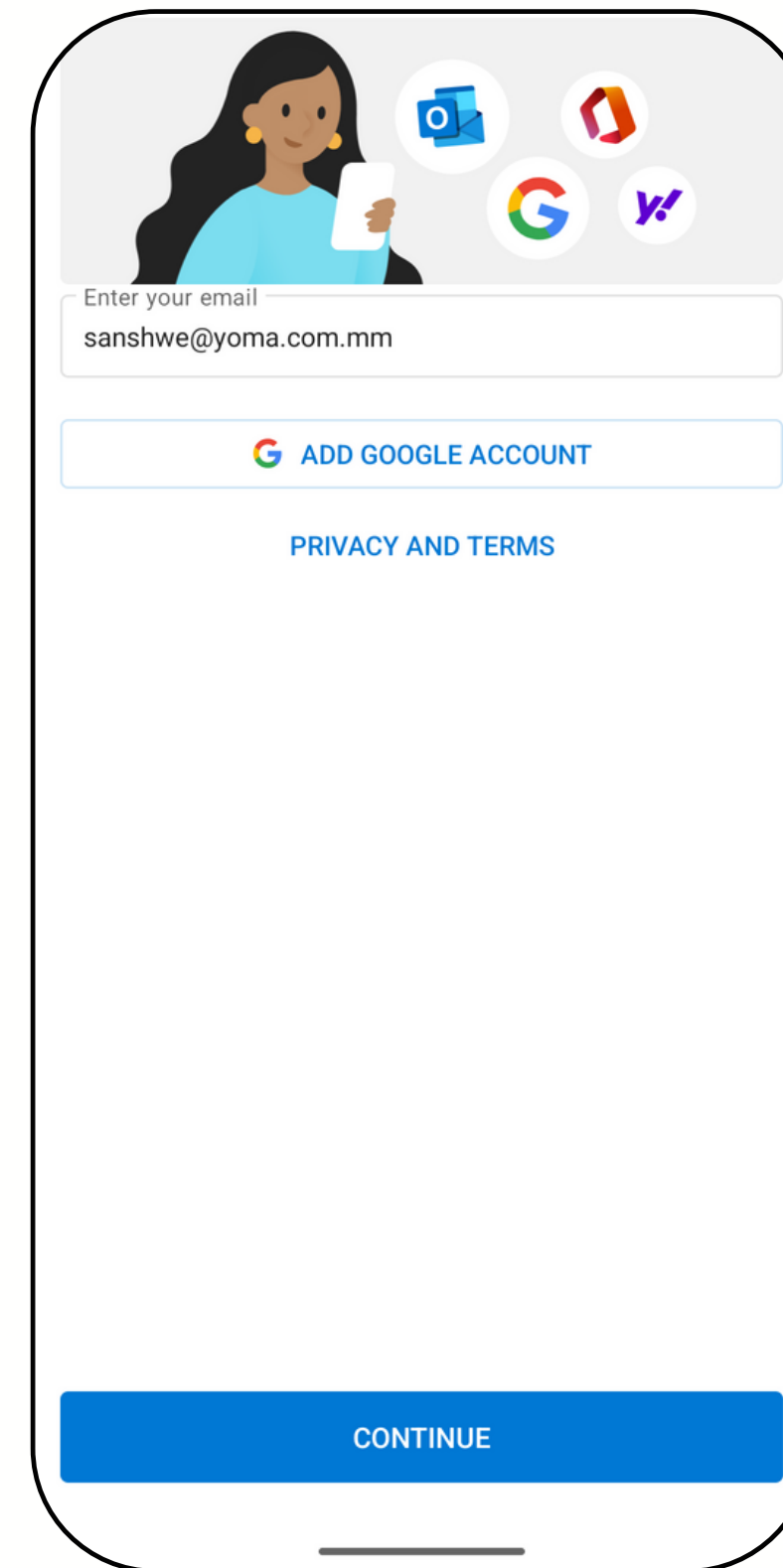


## 2 Add Account

Select Add Account.

Android

# Add an Outlook Account



## 1 Enter Your Email

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

## 2 Continue

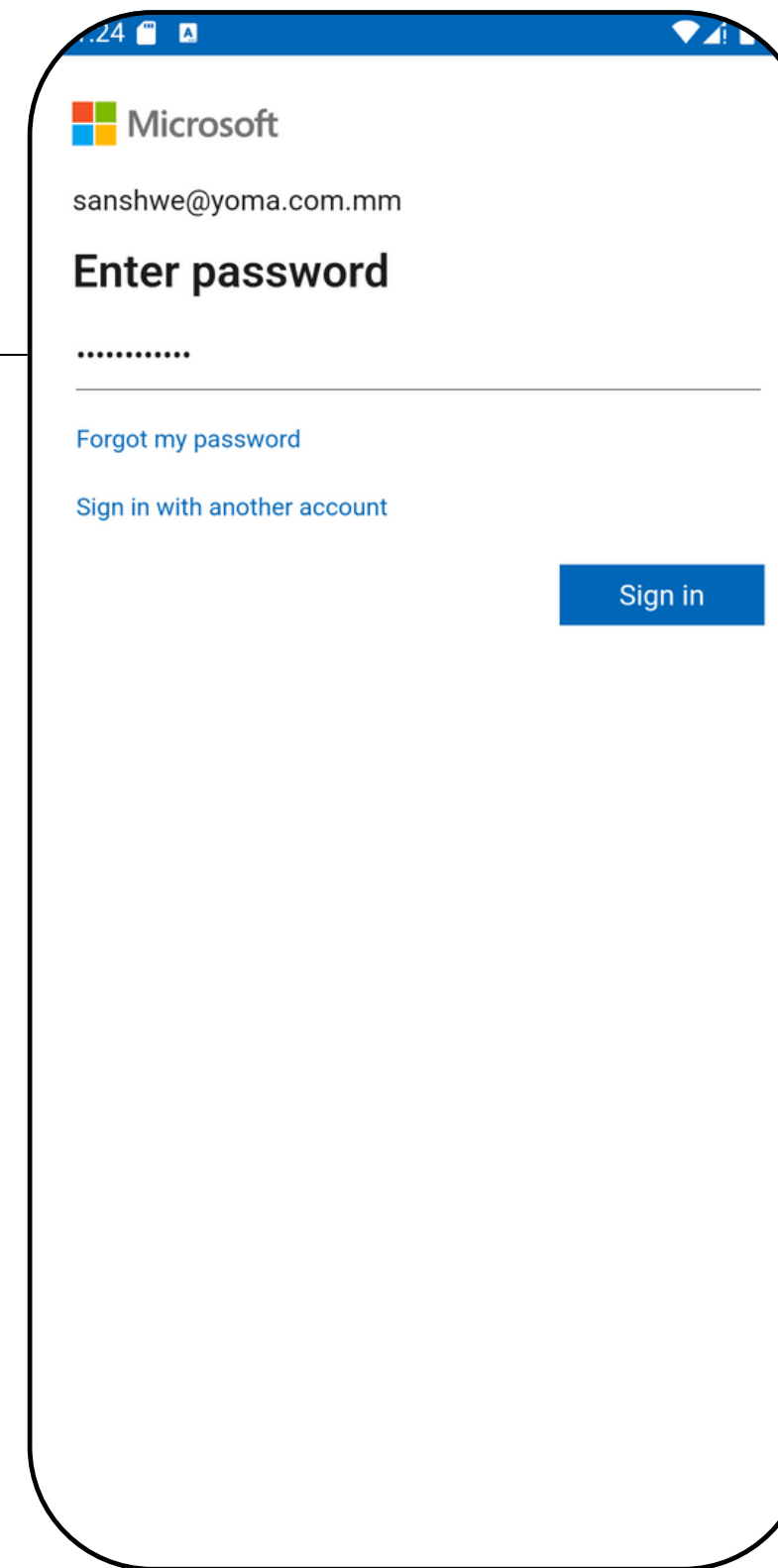
Tap Continue to further progress

Android

# Add an Outlook Account

## 1 Enter Your Password

Enter your password associated with the email account.



## 2 Sign In

Tap Sign In to further progress

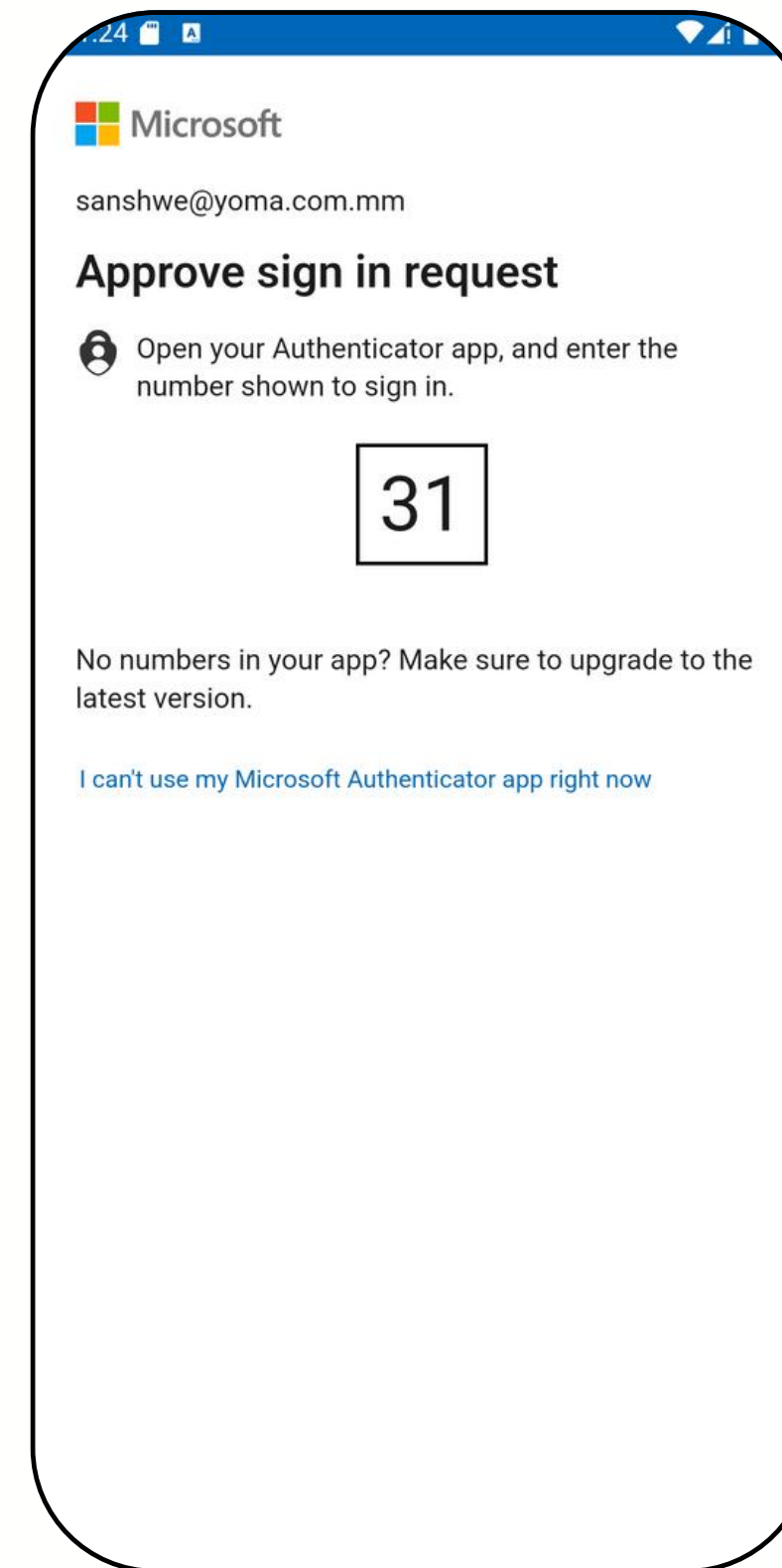
Android

# Approve Sign in Request

## 1 Approve

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



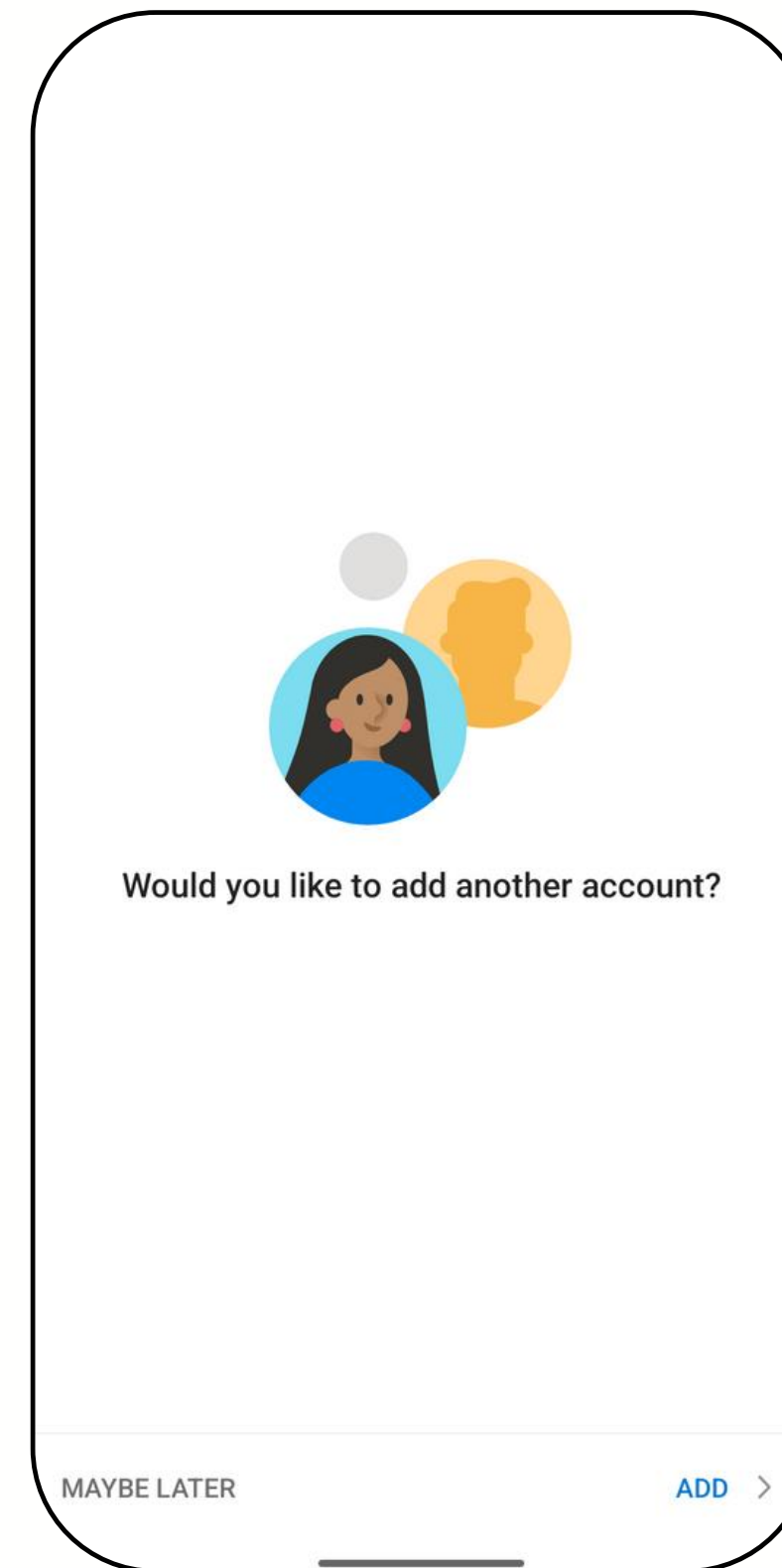


Android

# Add an Outlook Account

## 1 Tap **MAYBE LATER**

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



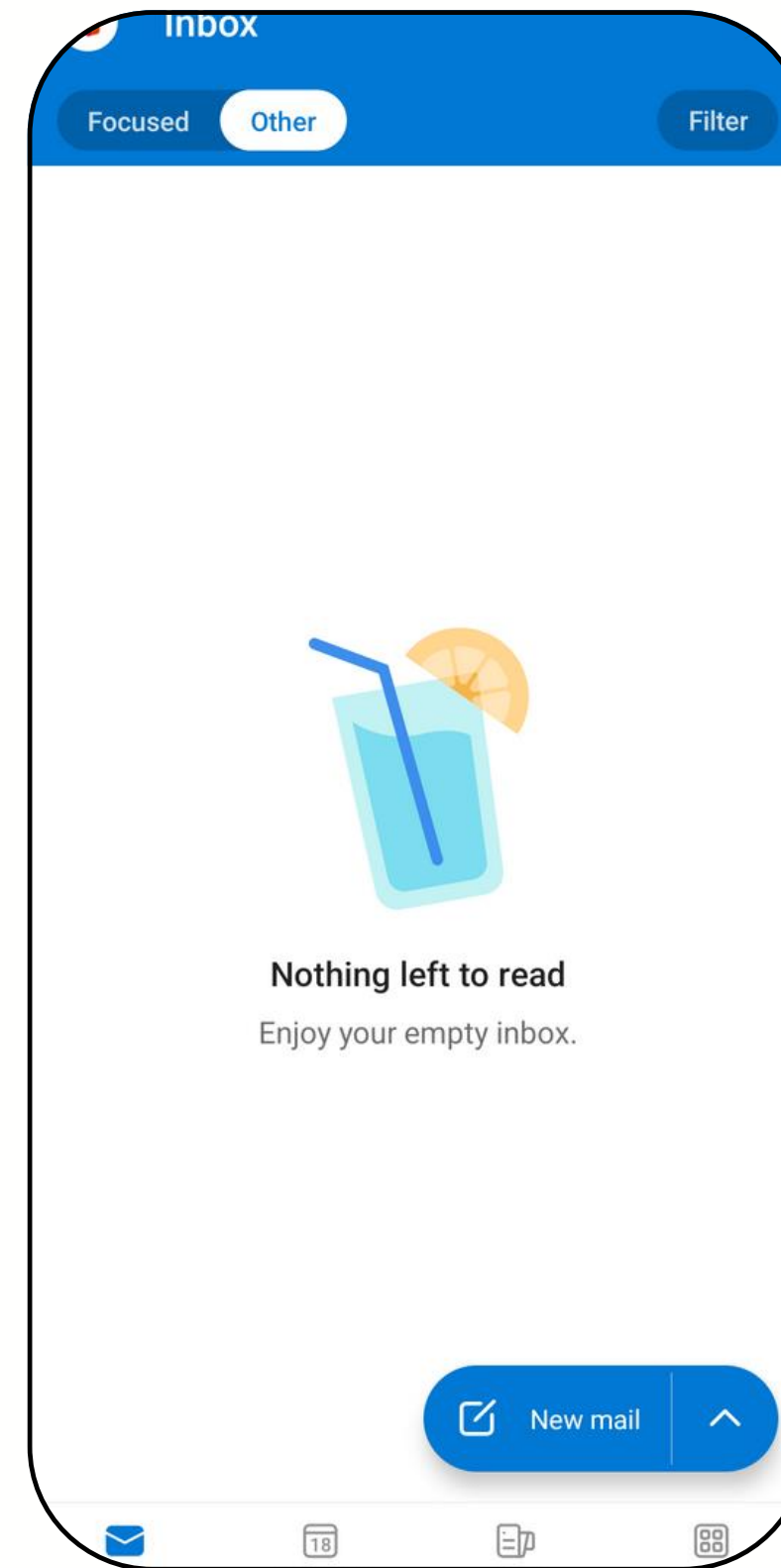
Android

# Access Your Email

## 1 Access Your Email

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





IOS

# Set up an Outlook Email on an Apple Devices

IOS

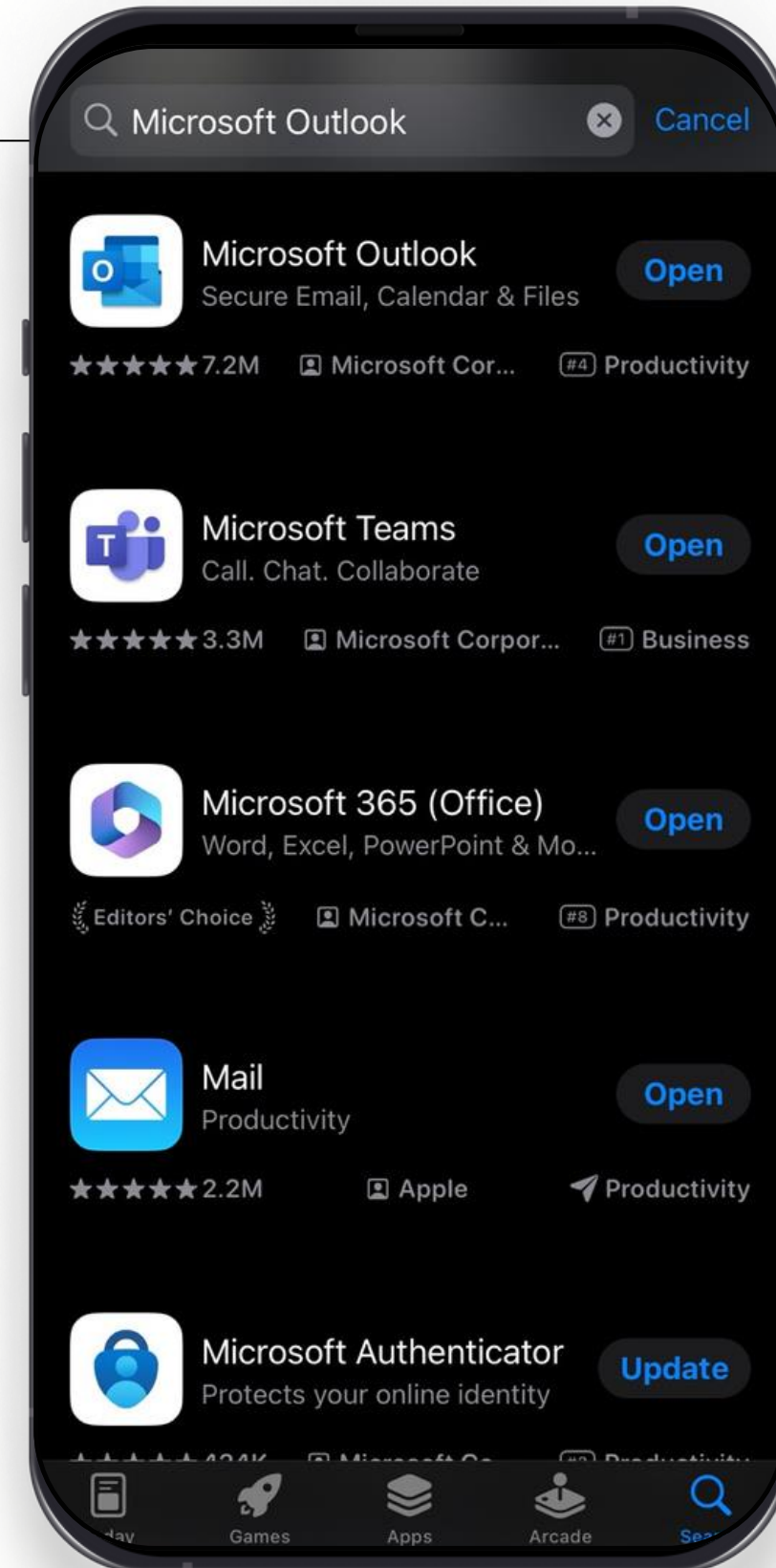
# Install the Outlook App

## 1 Open

Open the App Store on your IOS device.

## 2 Search

Search for the Microsoft Outlook app.



## 3 Install & Open

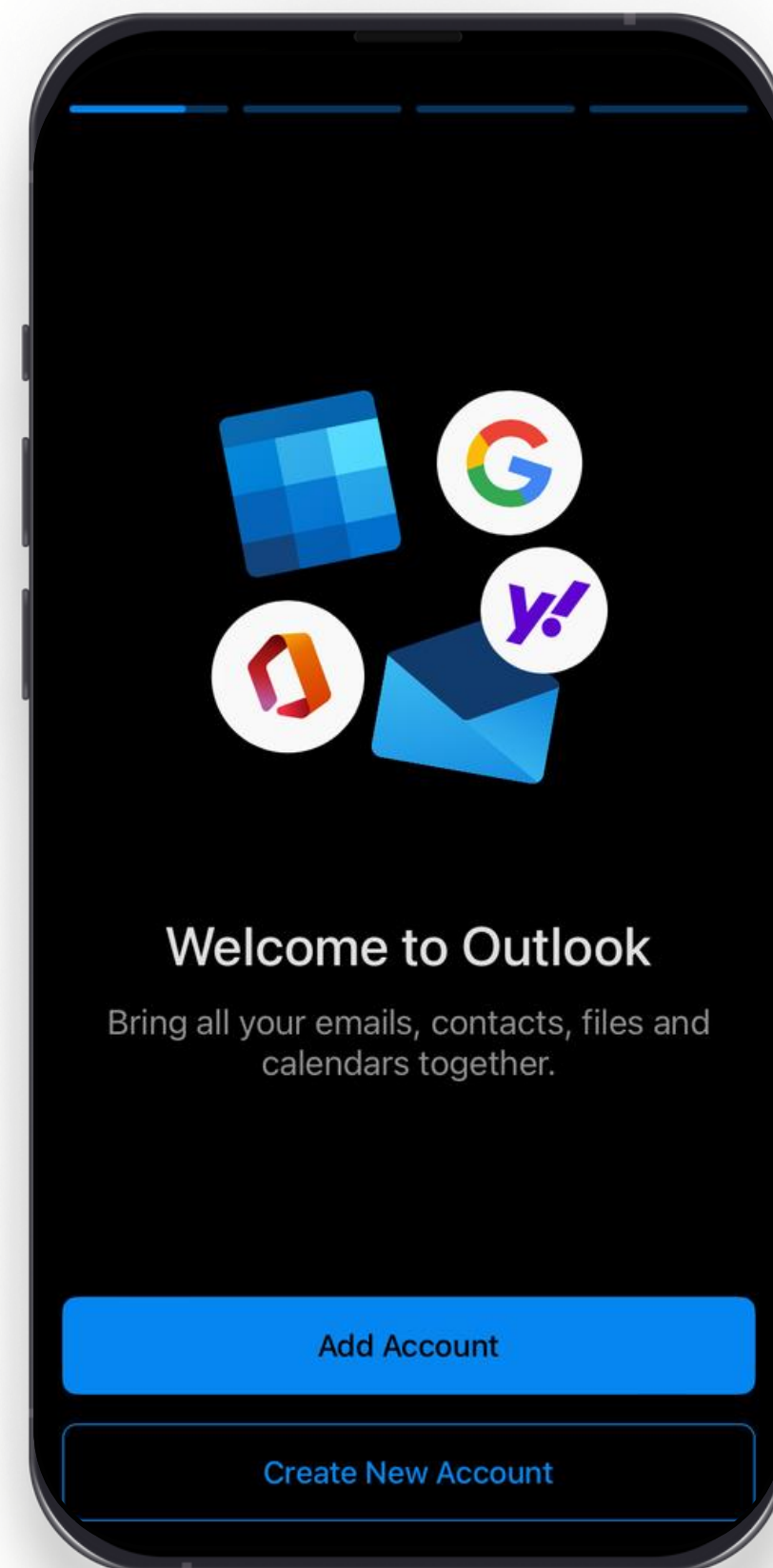
Tap Install to download and install the app.

IOS

# Open the Outlook App

## 1 Open

Once installed, open the Outlook app.



## 2 Add Account

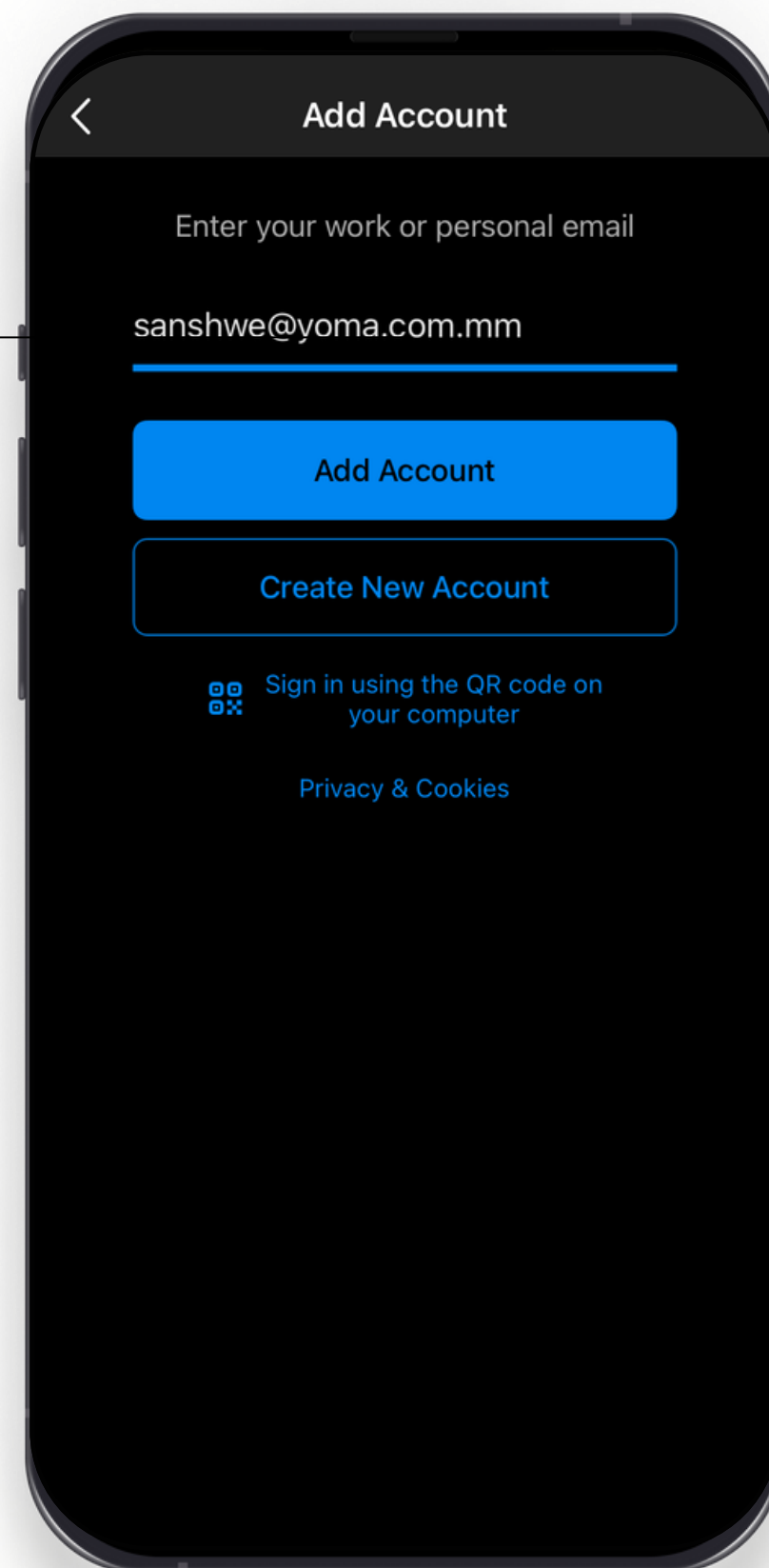
Select Add Account.

IOS

# Add an Outlook Account

## 1 Enter Your Email

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



## 2 Add Account

Select Add Account.

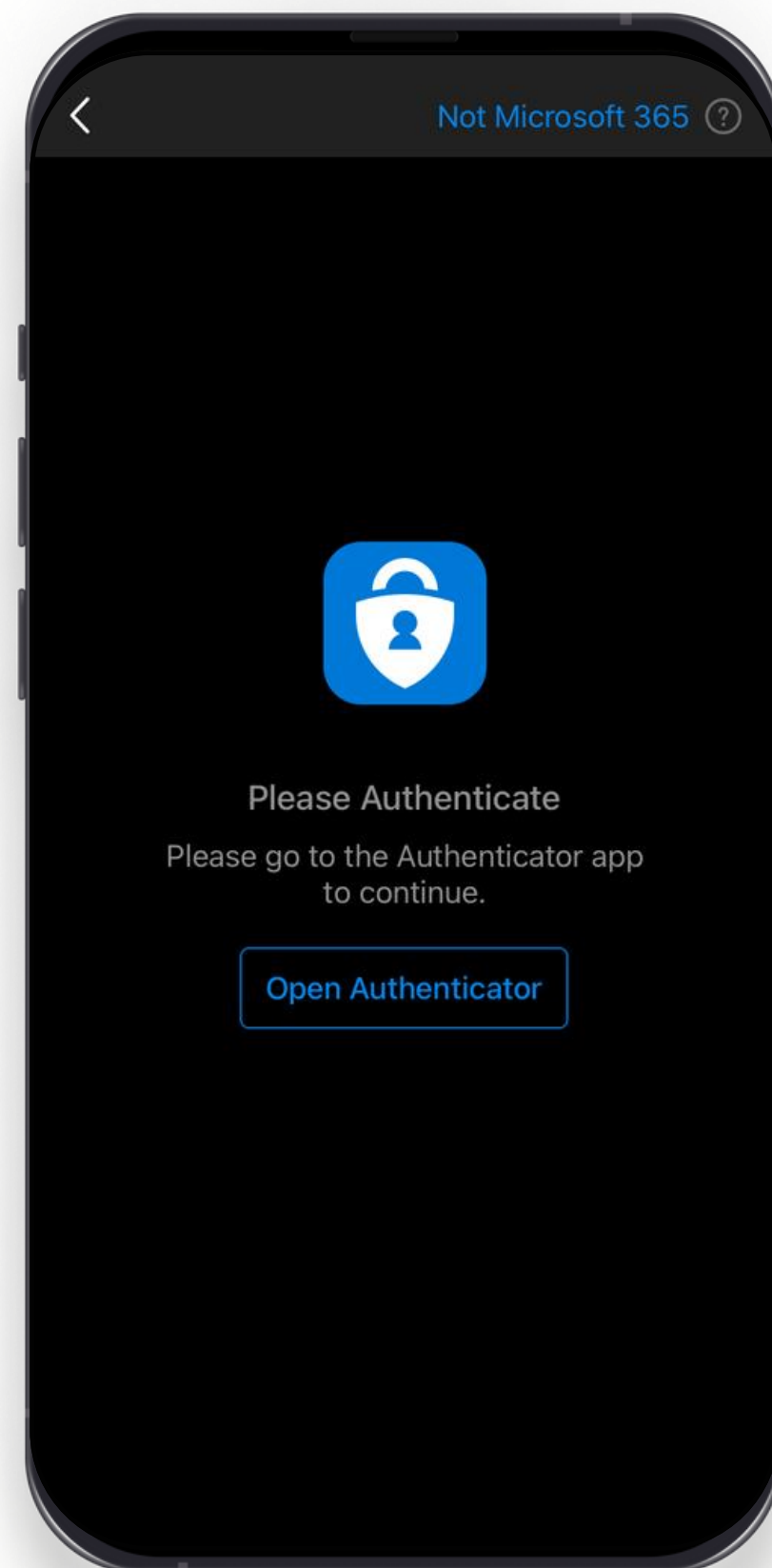
IOS

# Add an Outlook Account

## 1 Authentication

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Ensure you have the Authenticator App beforehand.



## 2 Open Authenticator

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Tap Open Authenticator.

IOS

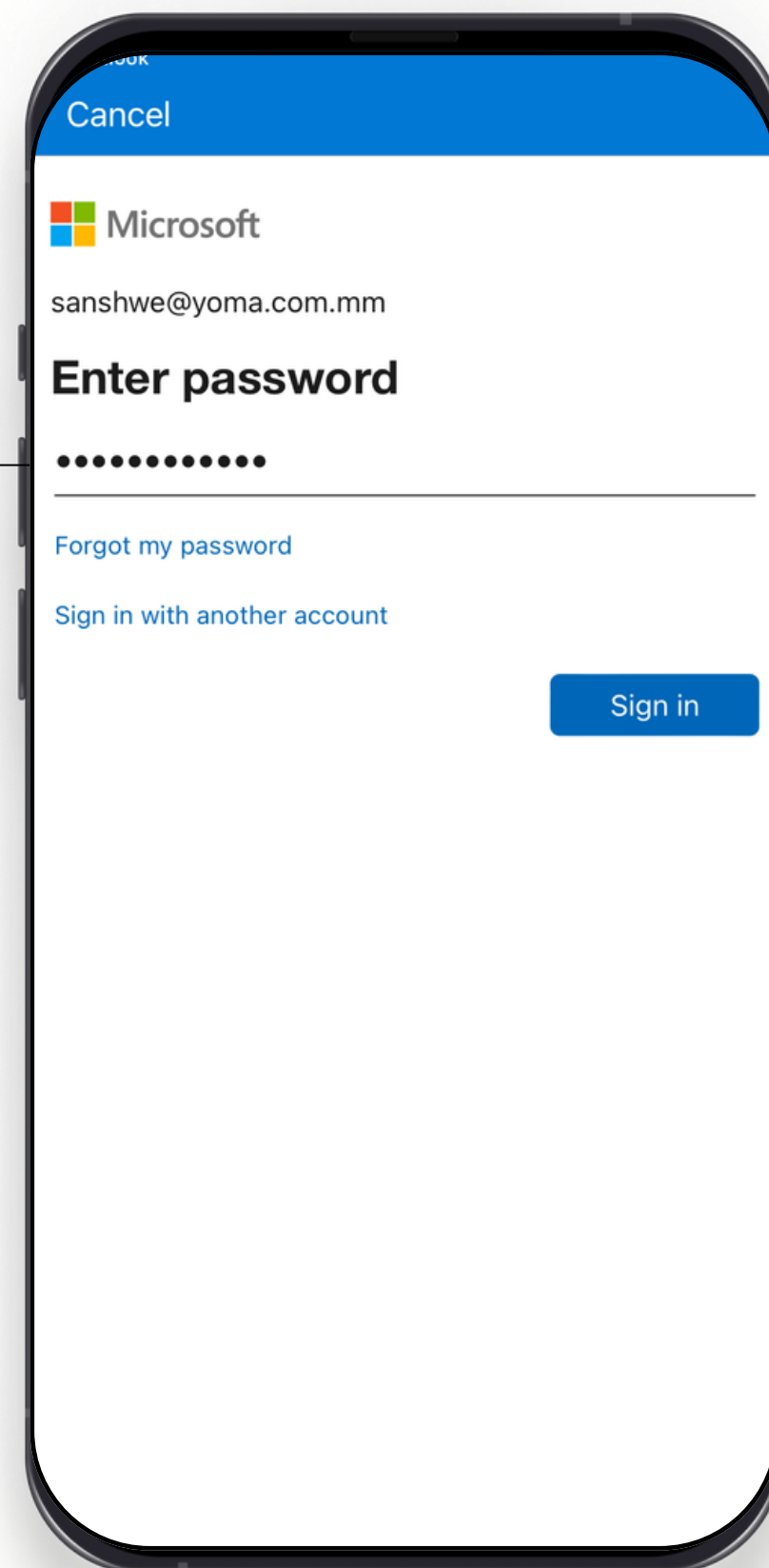
# Add an Outlook Account

## 1 Redirection

You'll be redirected to a login page.

## 2 Enter Your Password

Enter your password associated with the email account.



## 3 Sign In

Tap Sign In to further progress

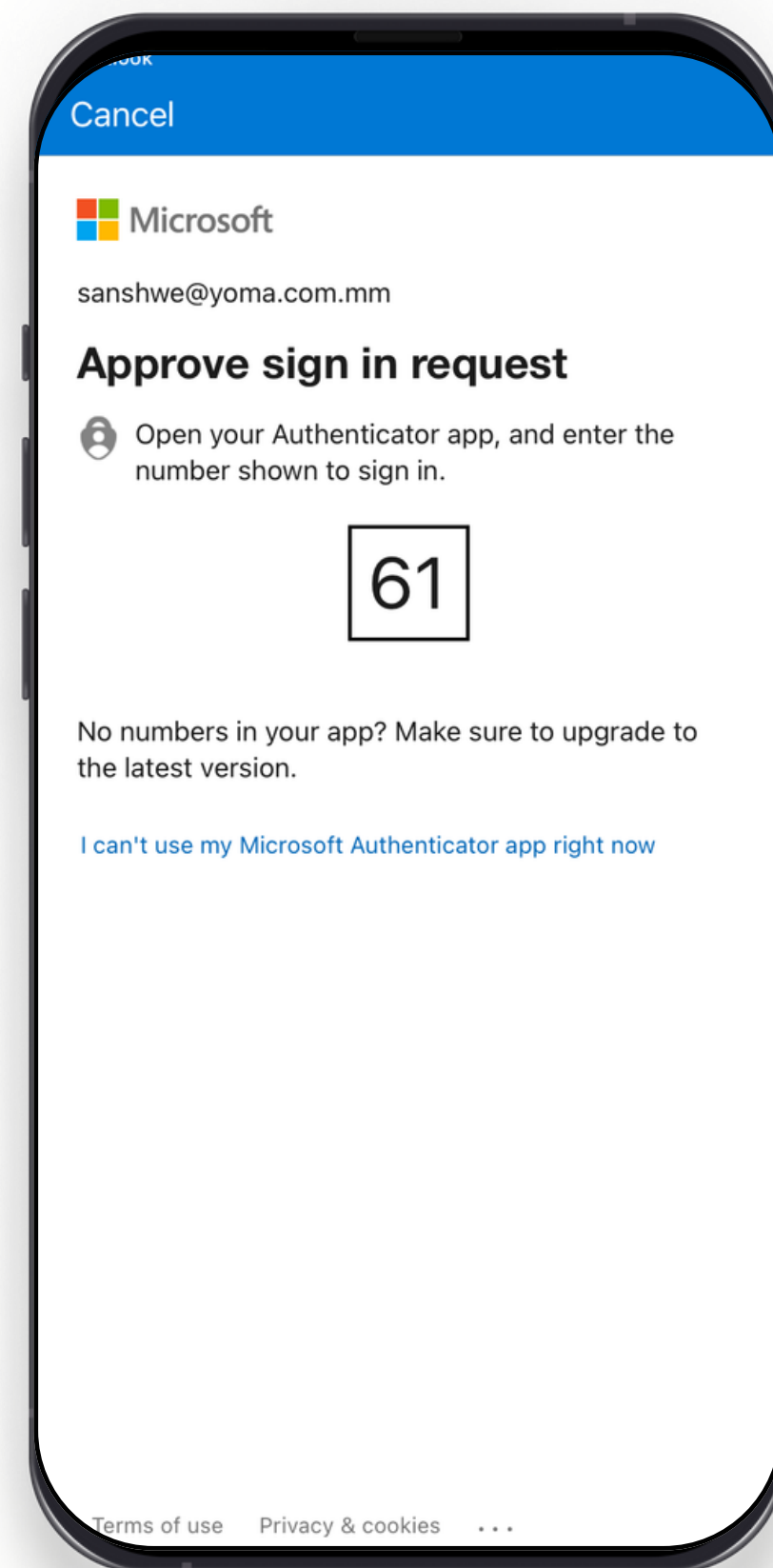


IOS

# Approve Sign in Request

## 1 Approve

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

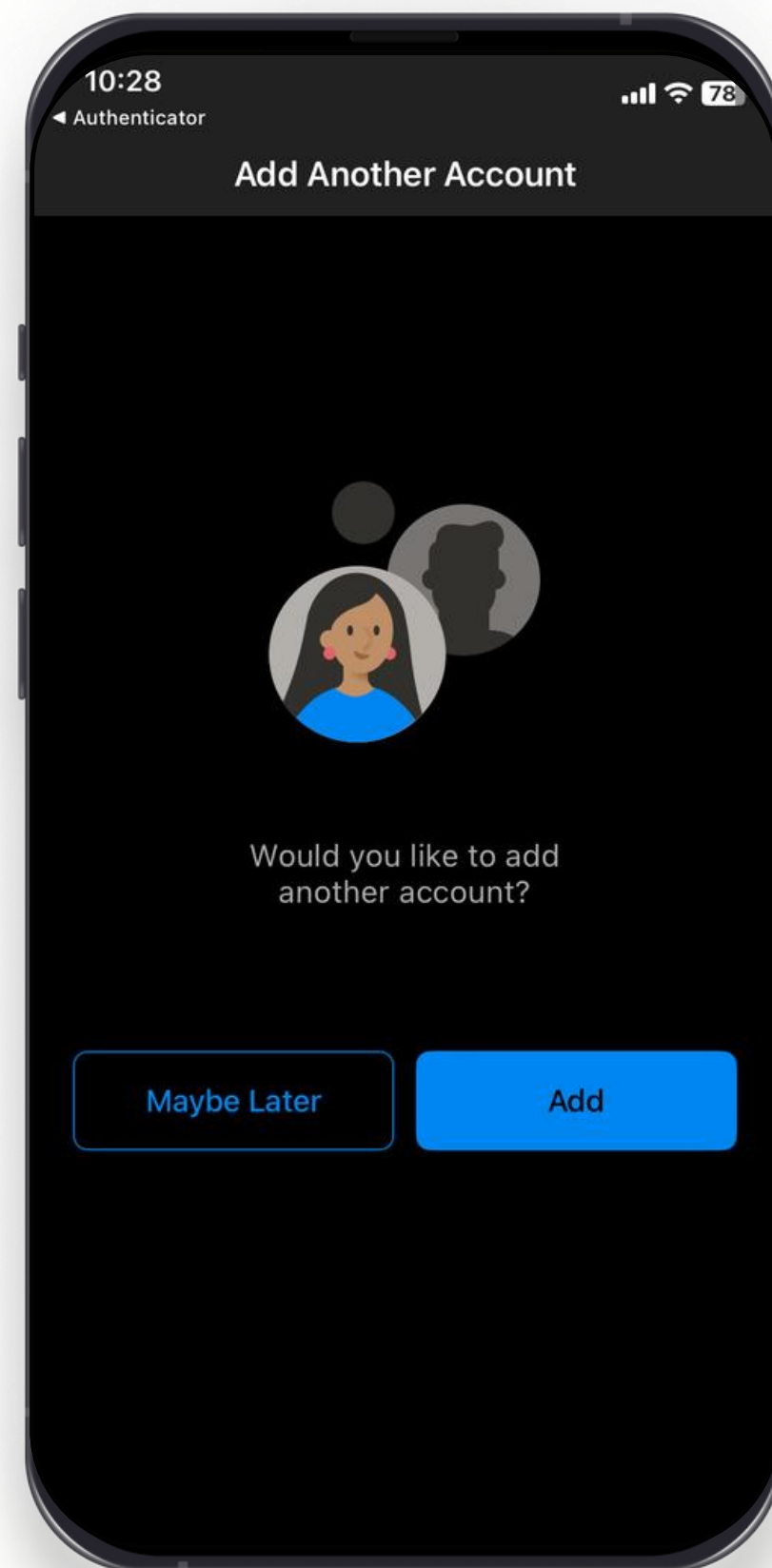


IOS

# Add an Outlook Account

## 1 Tap **MAYBE LATER**

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



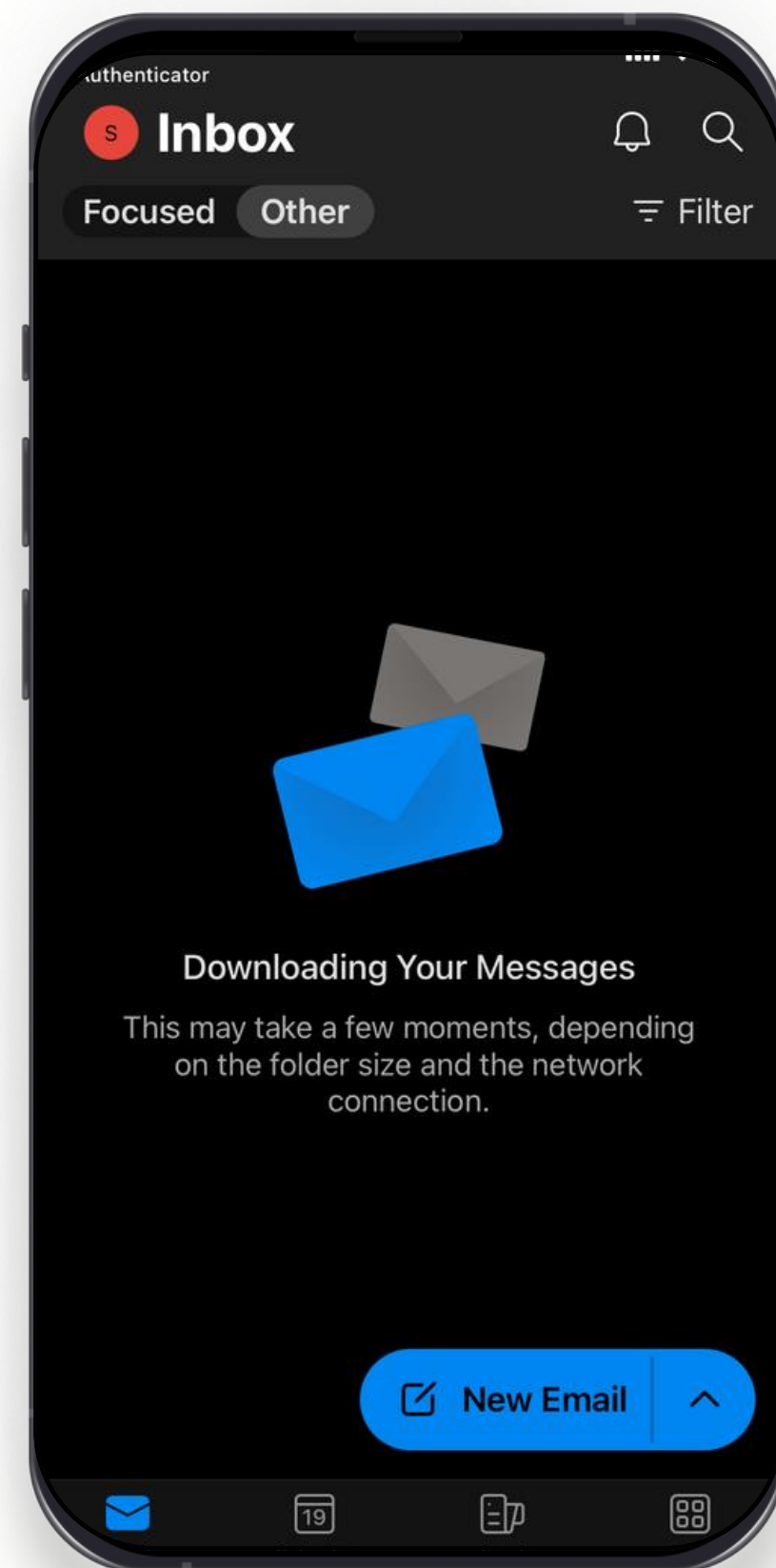
IOS

# Access Your Email

## 1 Access Your Email

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





IOS

# Set up an Exchange Email on an Apple Devices

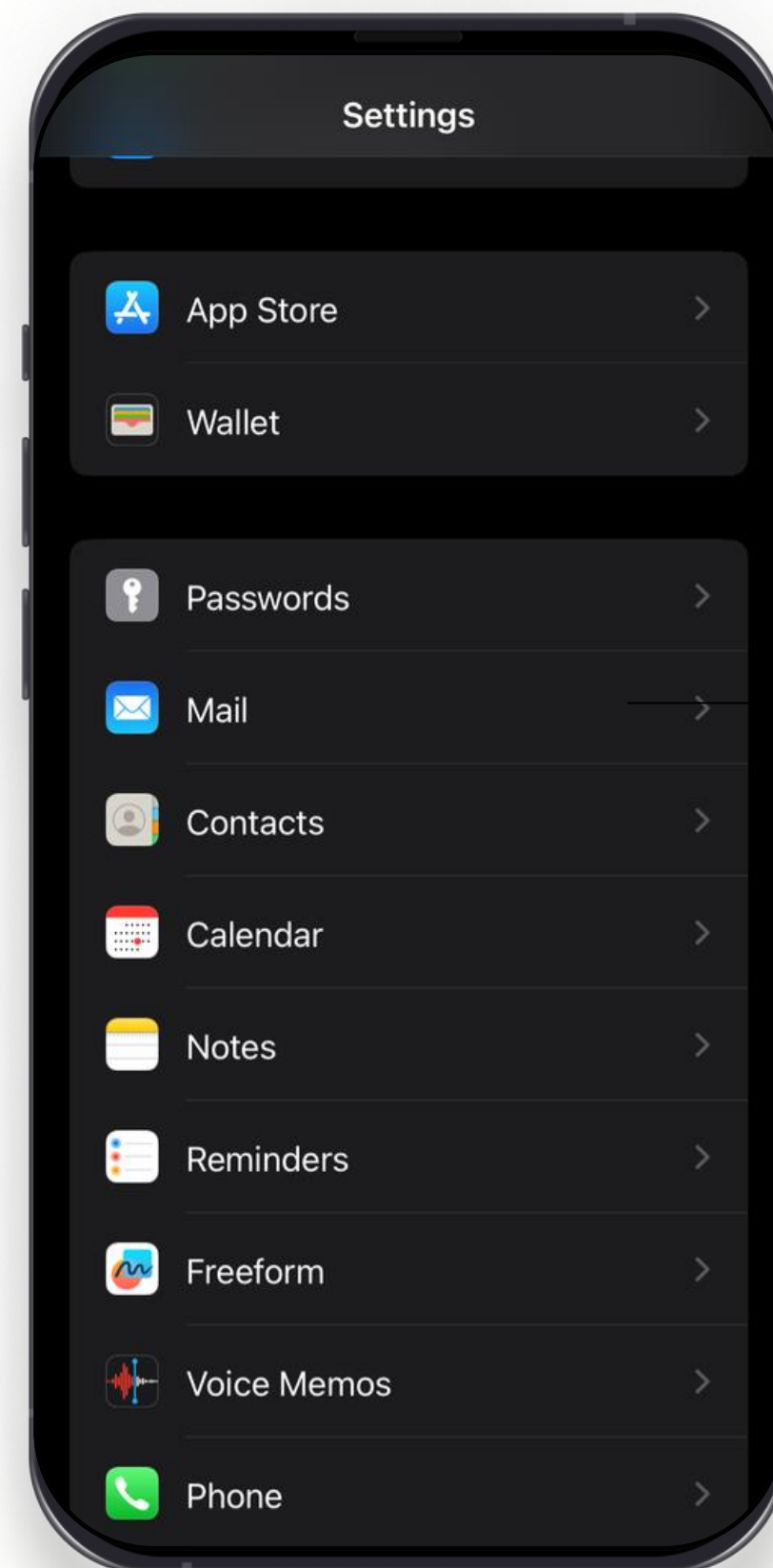
IOS

# Open Mail in the Settings

## 1 Open Settings

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Go to the Settings app on your iPhone or iPad.



## ↓ Scroll down

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Scroll down the Settings to find Mail

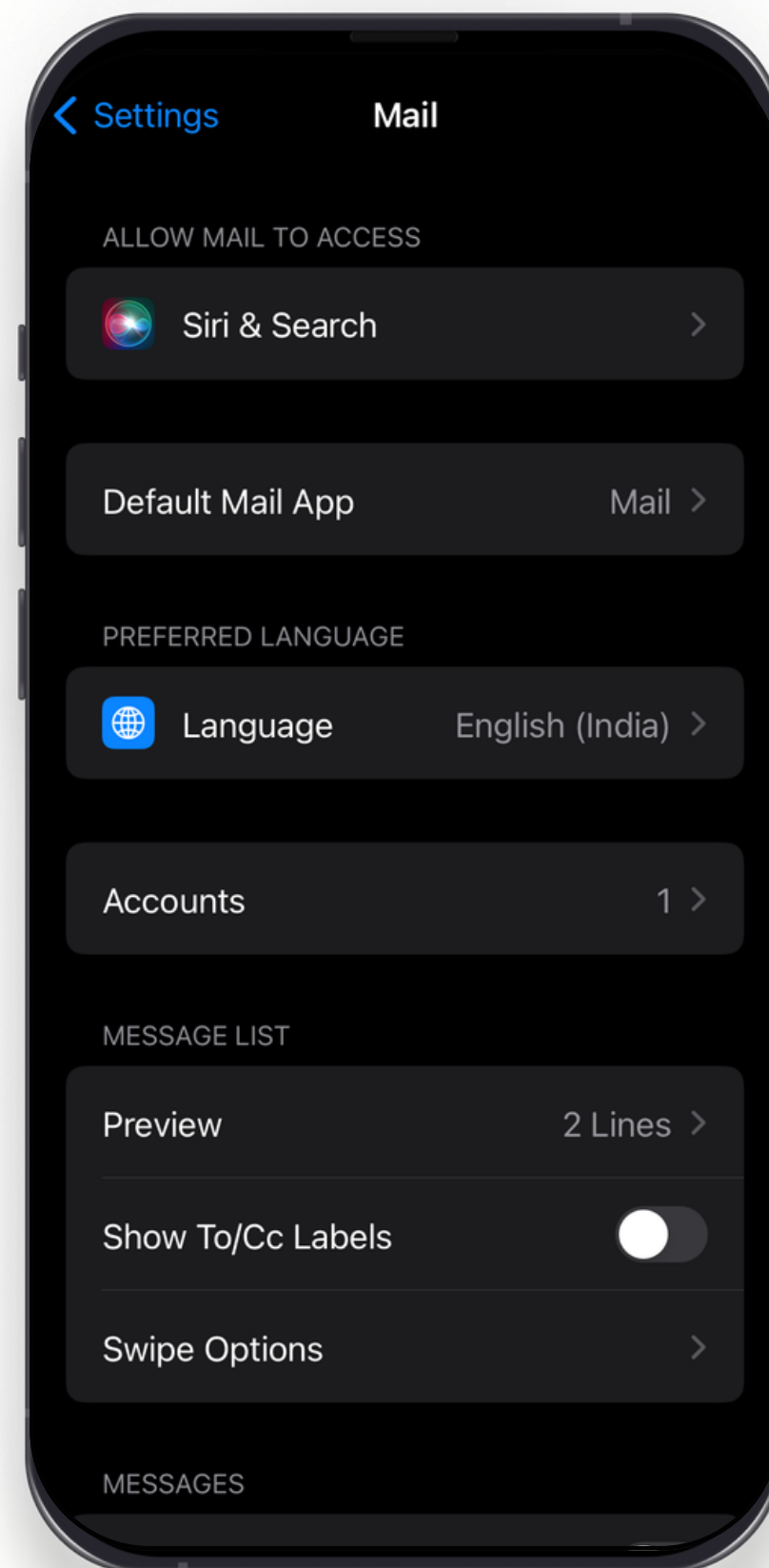
## 2 Mail

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Tap Mail to further progress

IOS

# Add an Exchange Account

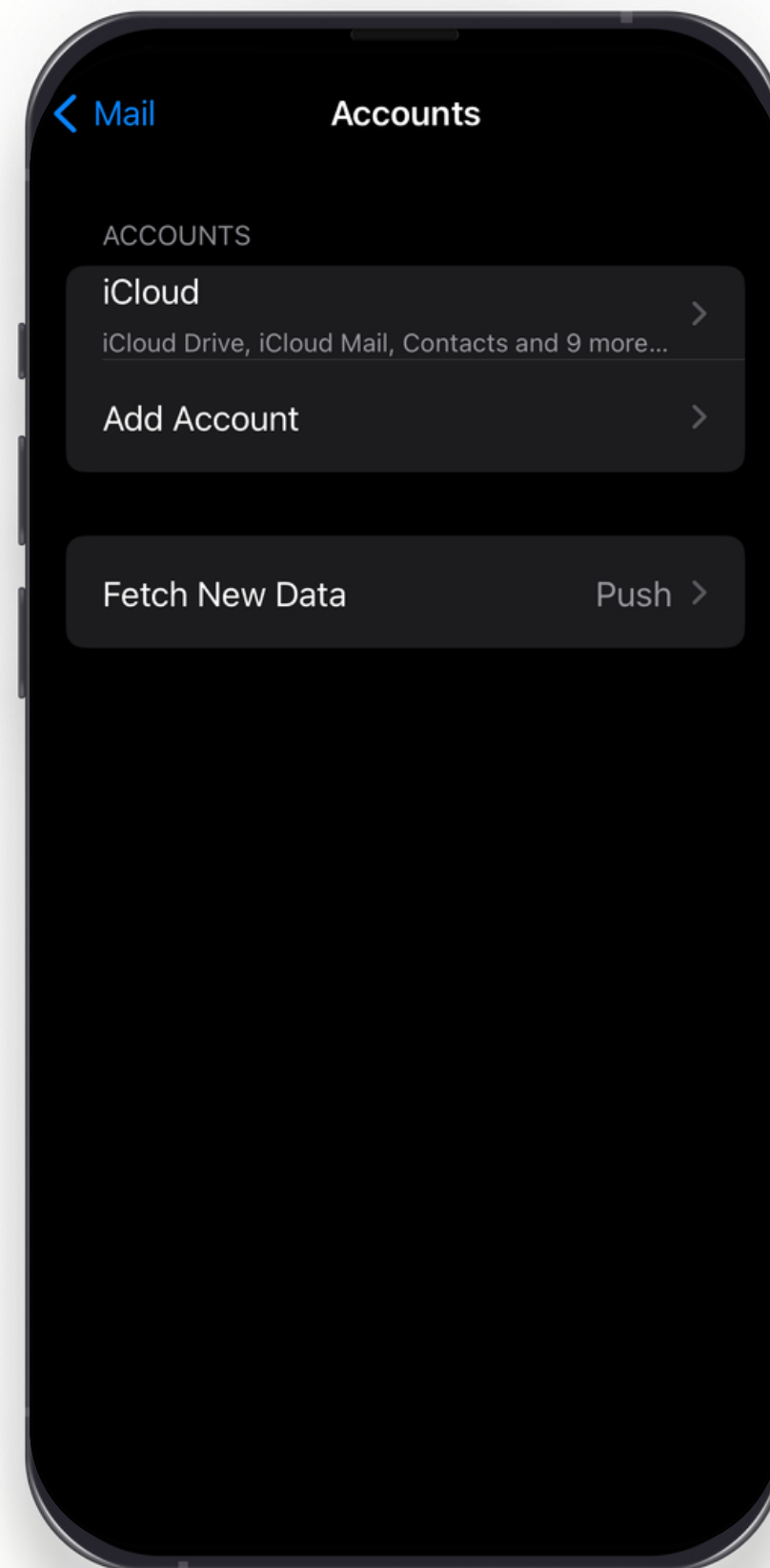


## 1 Tap Accounts

Tap Accounts to add an Exchange account.

IOS

# Add an Exchange Account

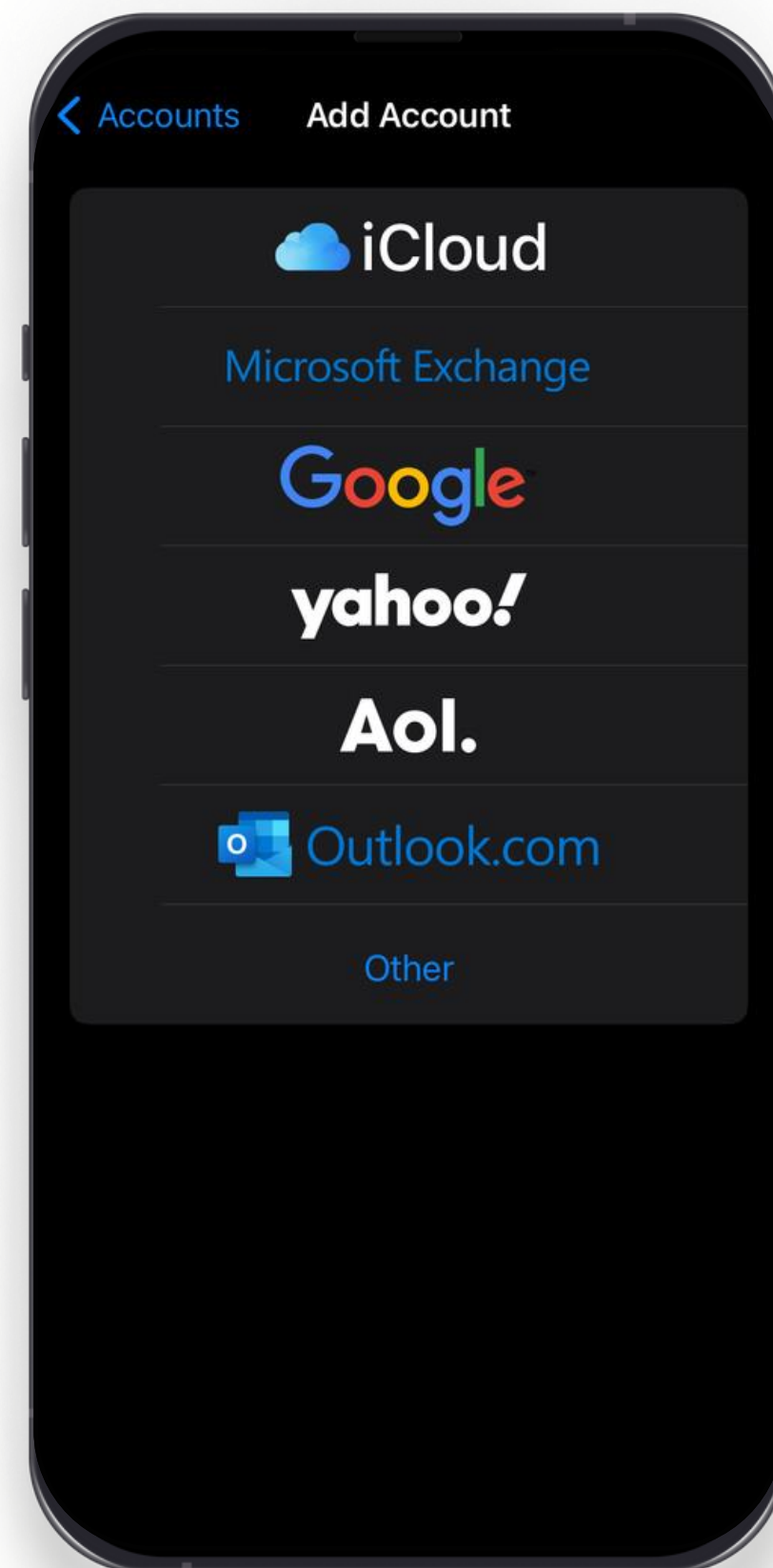


## 1 Tap Add Account

Tap Add Accounts to add an Exchange account.

IOS

# Add an Exchange Account



## 1 Tap Microsoft Exchange

From the list of email providers, choose Microsoft Exchange

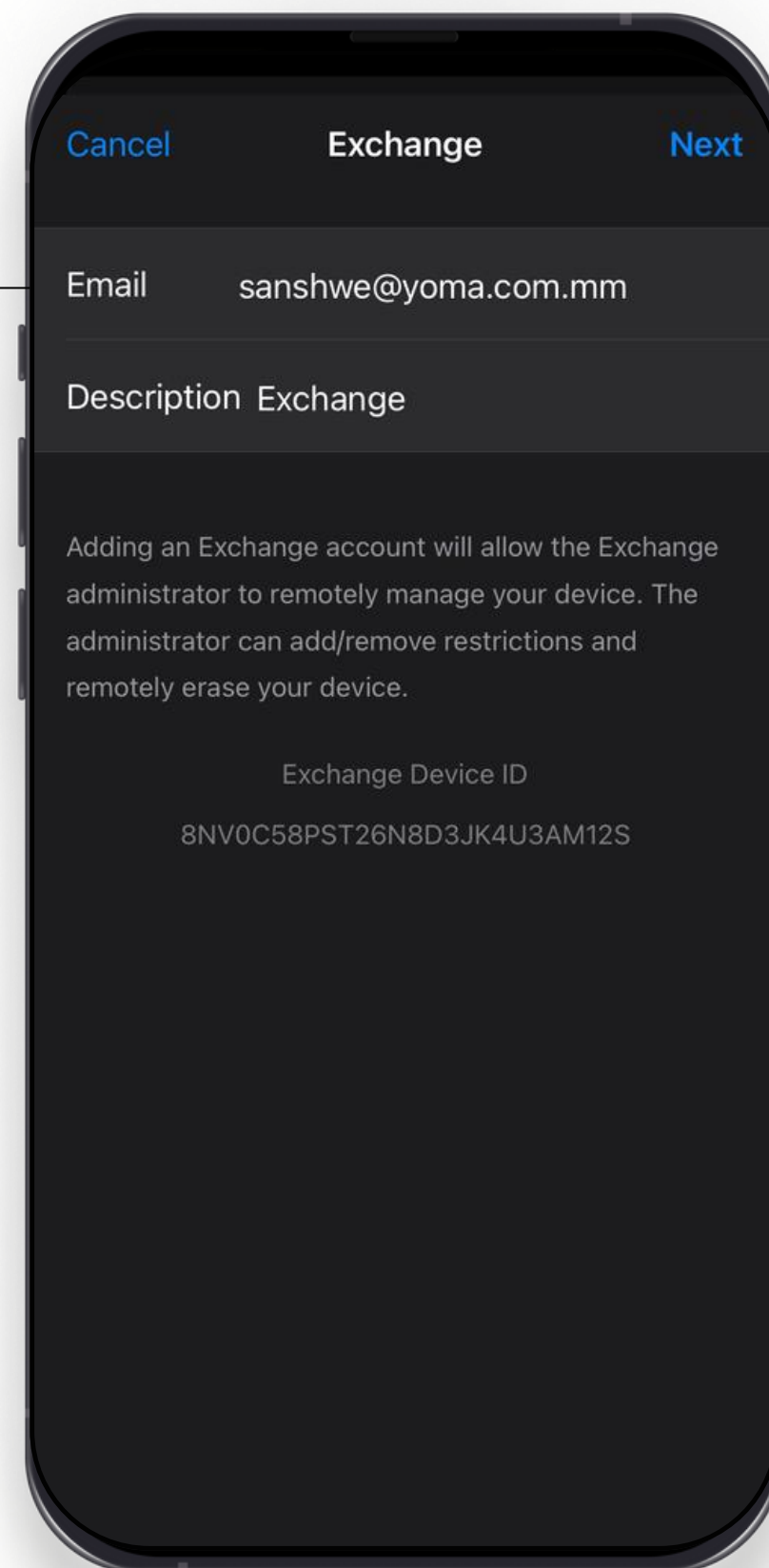


IOS

# Add an Exchange Account

## 1 Enter Your Email

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



## 2 Description

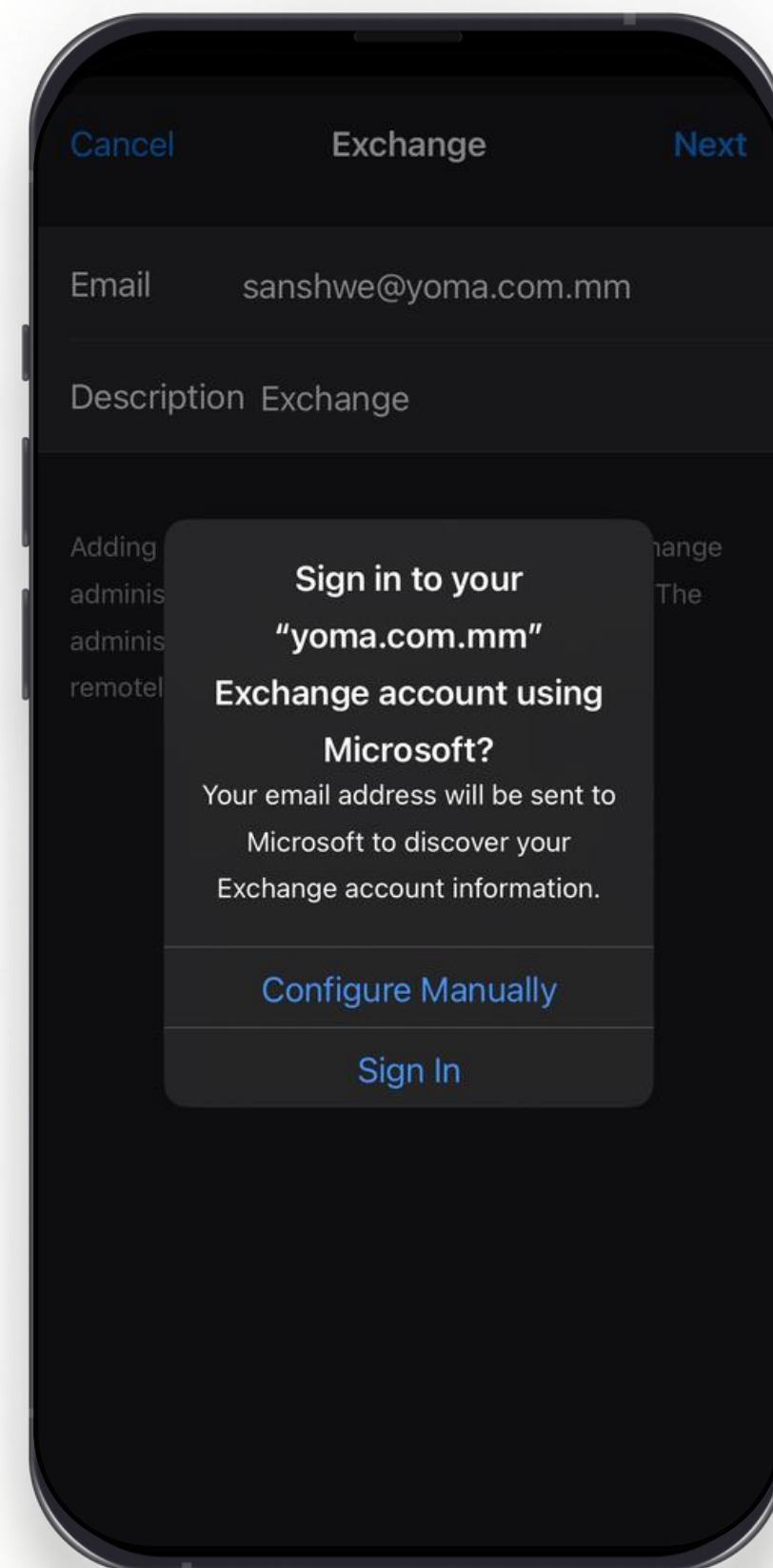
You can put your description whatever you want.

## 3 Tap "Next"

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

IOS

# Add an Exchange Account



## 1 Tap Sign in

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

IOS

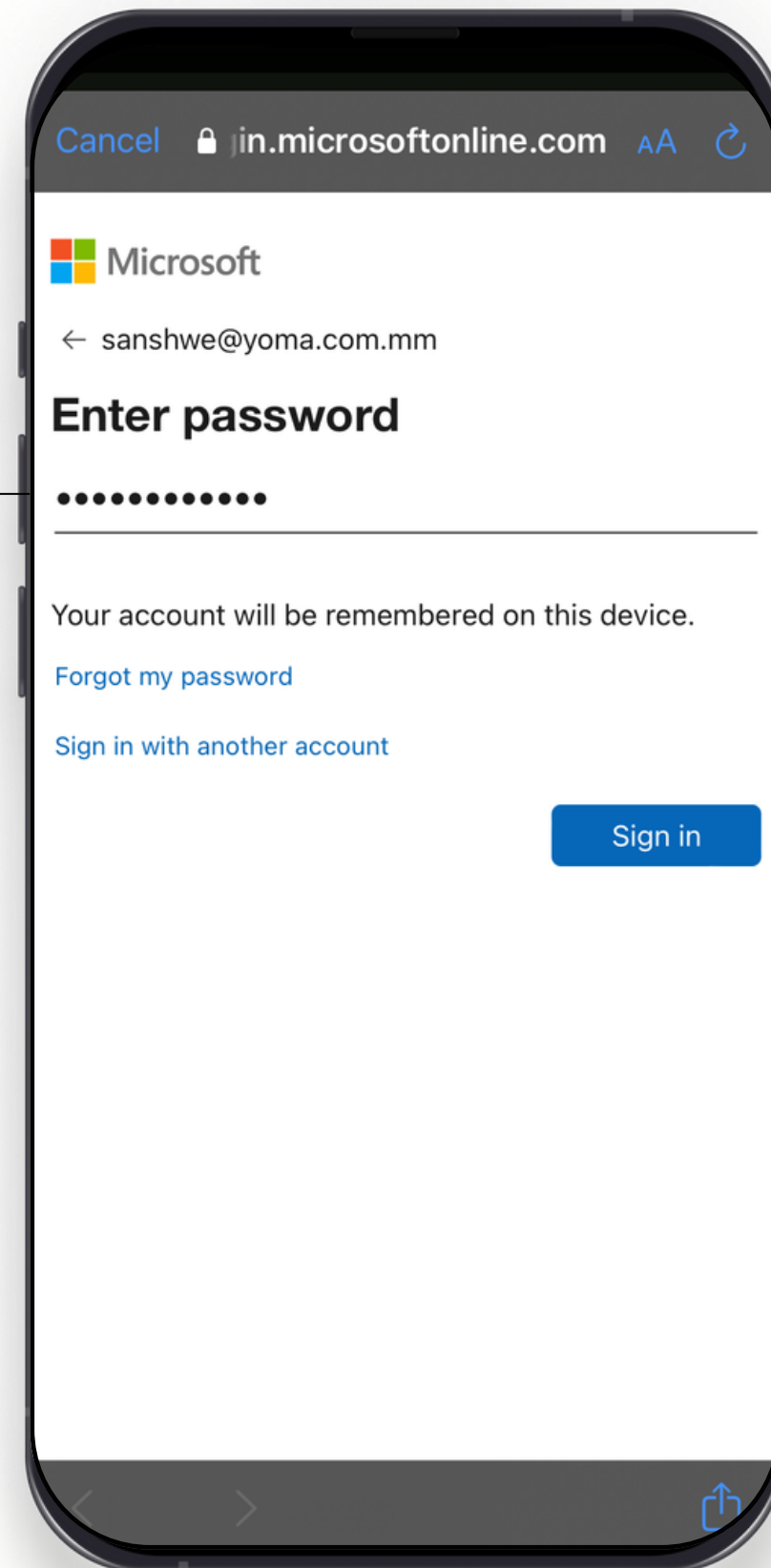
# Add an Exchange Account

## 1 Redirection

You'll be redirected to a login page.

## 2 Enter Your Password

Enter your password associated with the email account.



## 3 Sign In

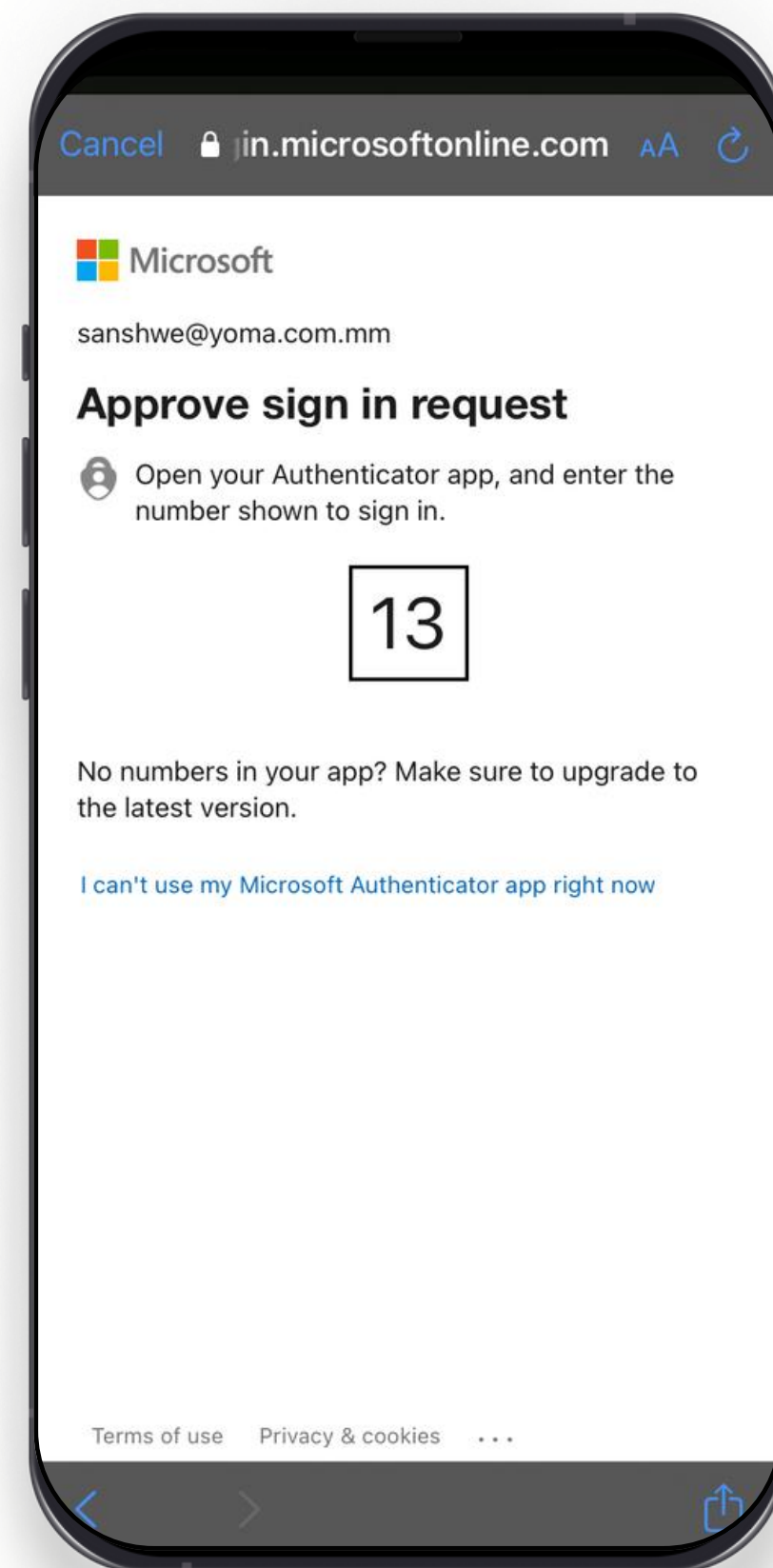
Tap Sign In to further progress

IOS

# Approve Sign in Request

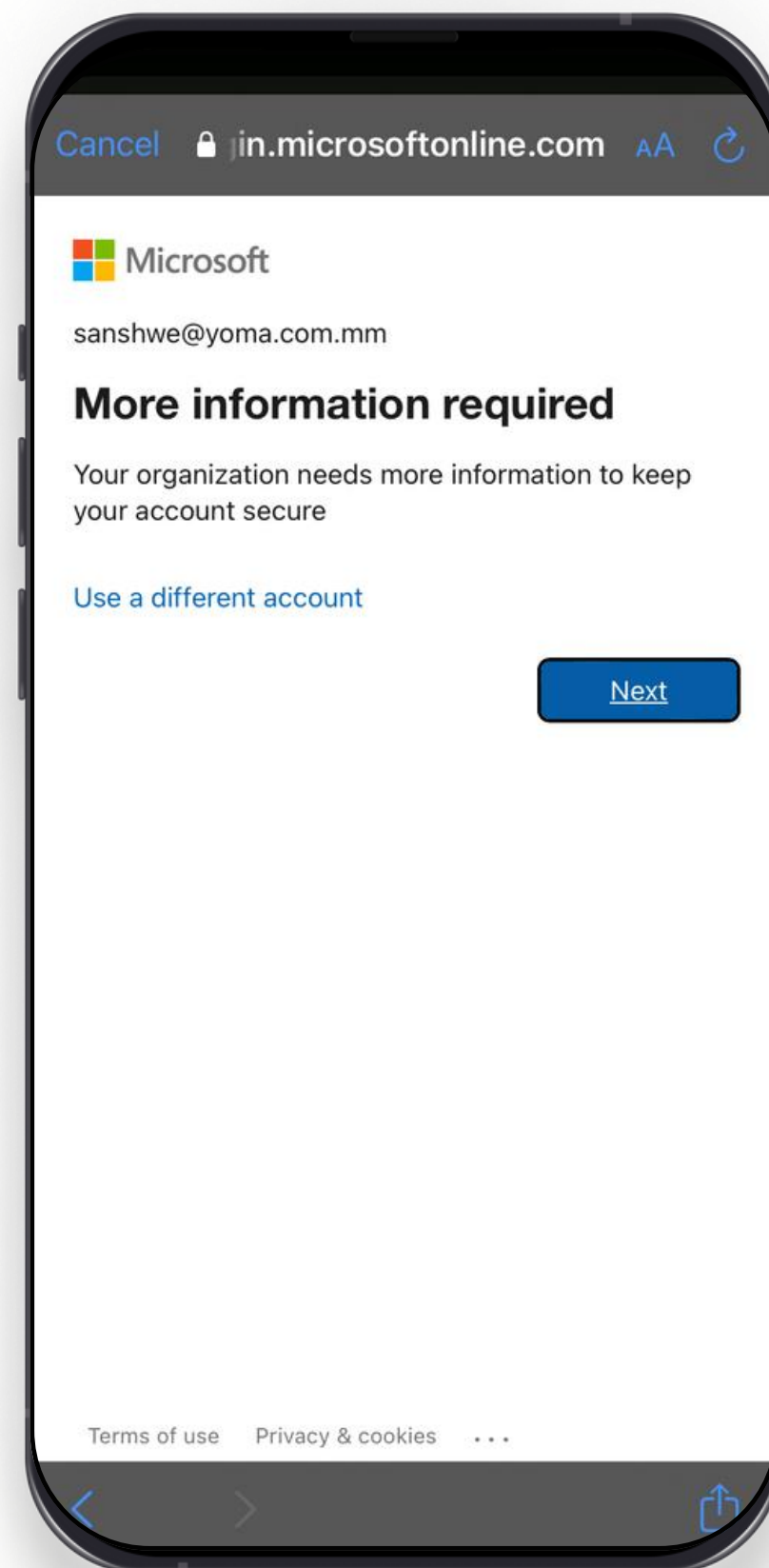
## 1 Approve

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



IOS

# Verify an Exchange Account



## 1 Tap Next

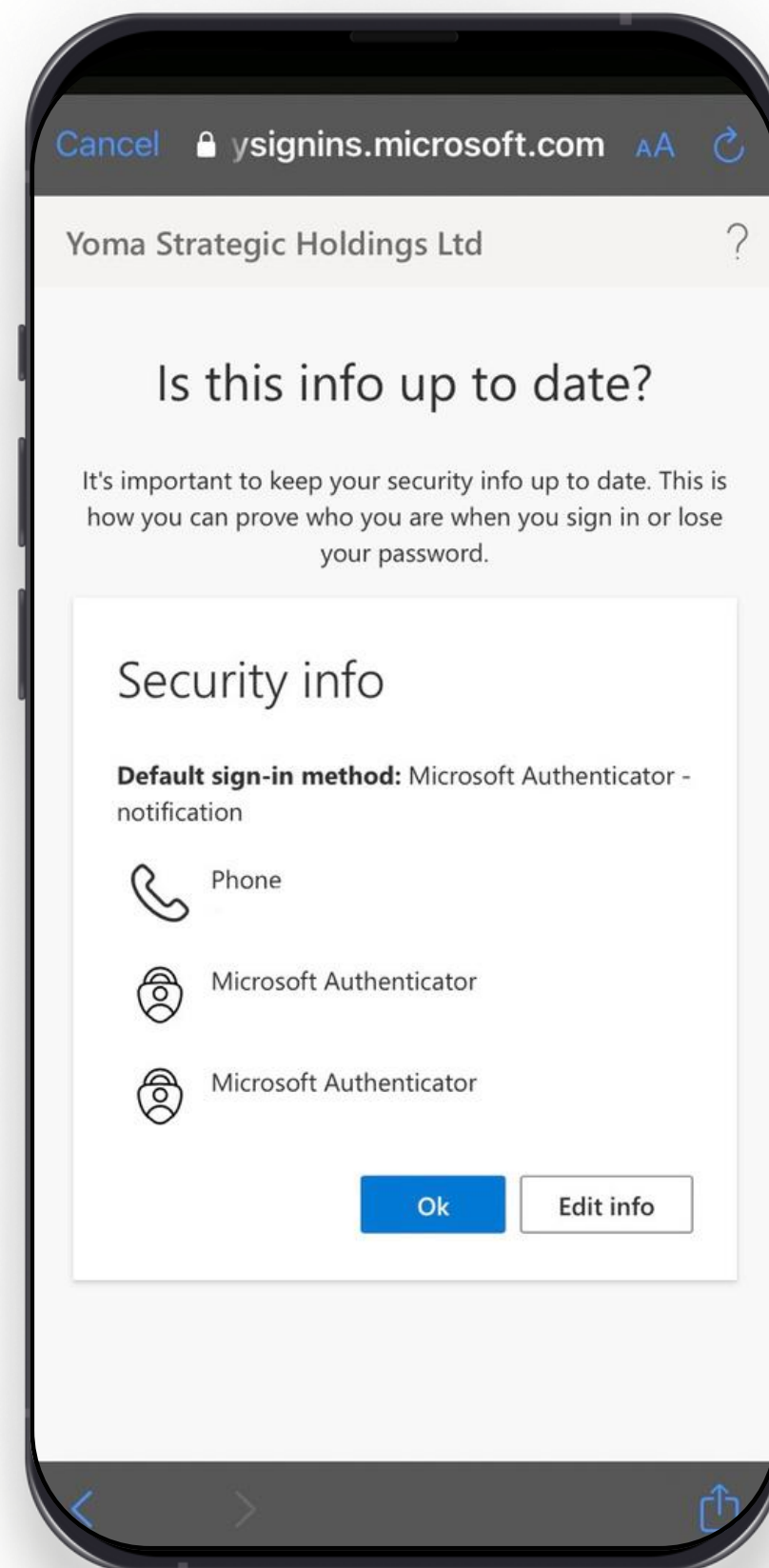
Tap Next to see the more information required.

IOS

# Verify an Exchange Account

## 1 Check Security Info

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



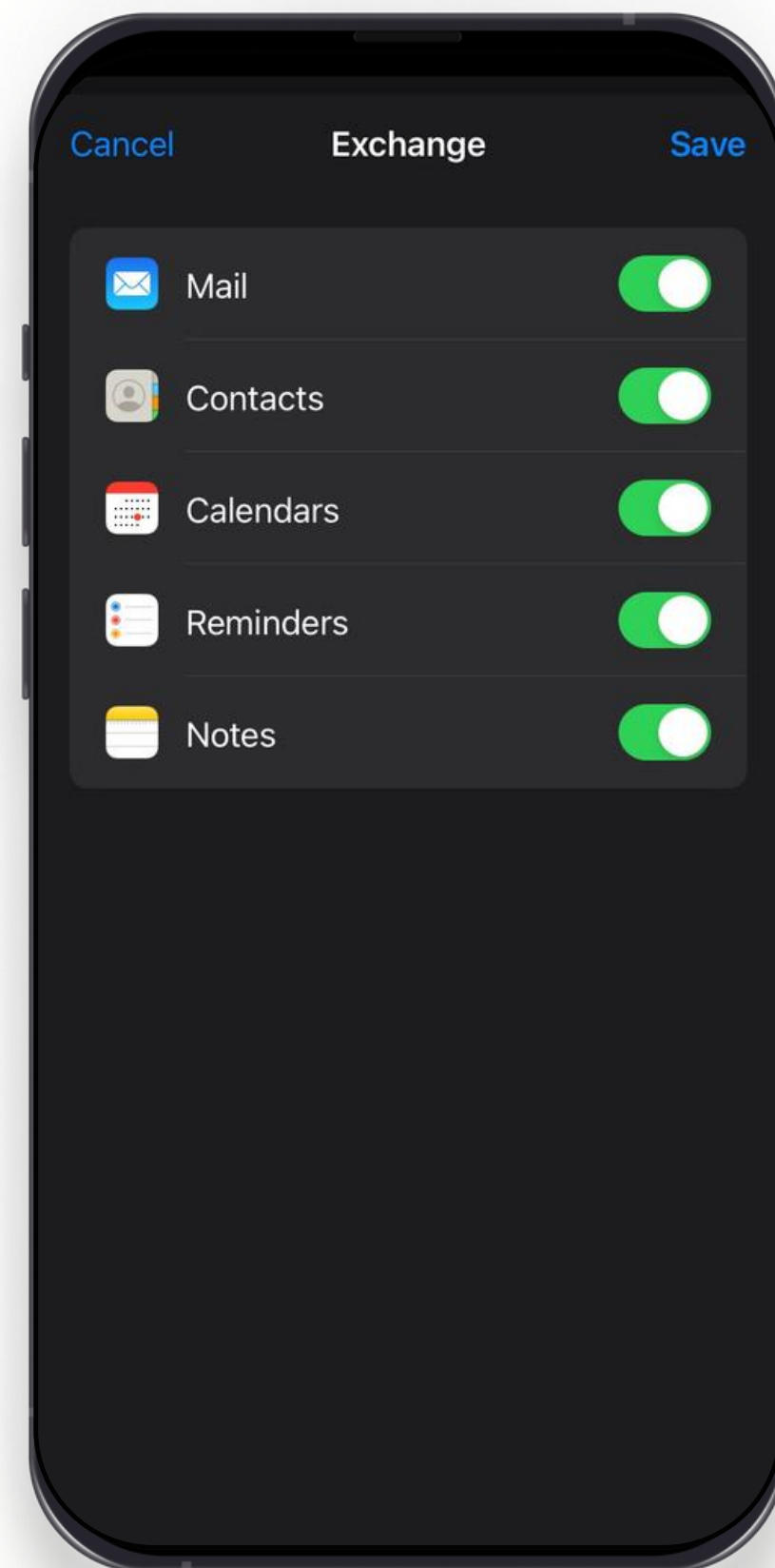
IOS

# Sync an Exchange Account

## 1 Sync

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



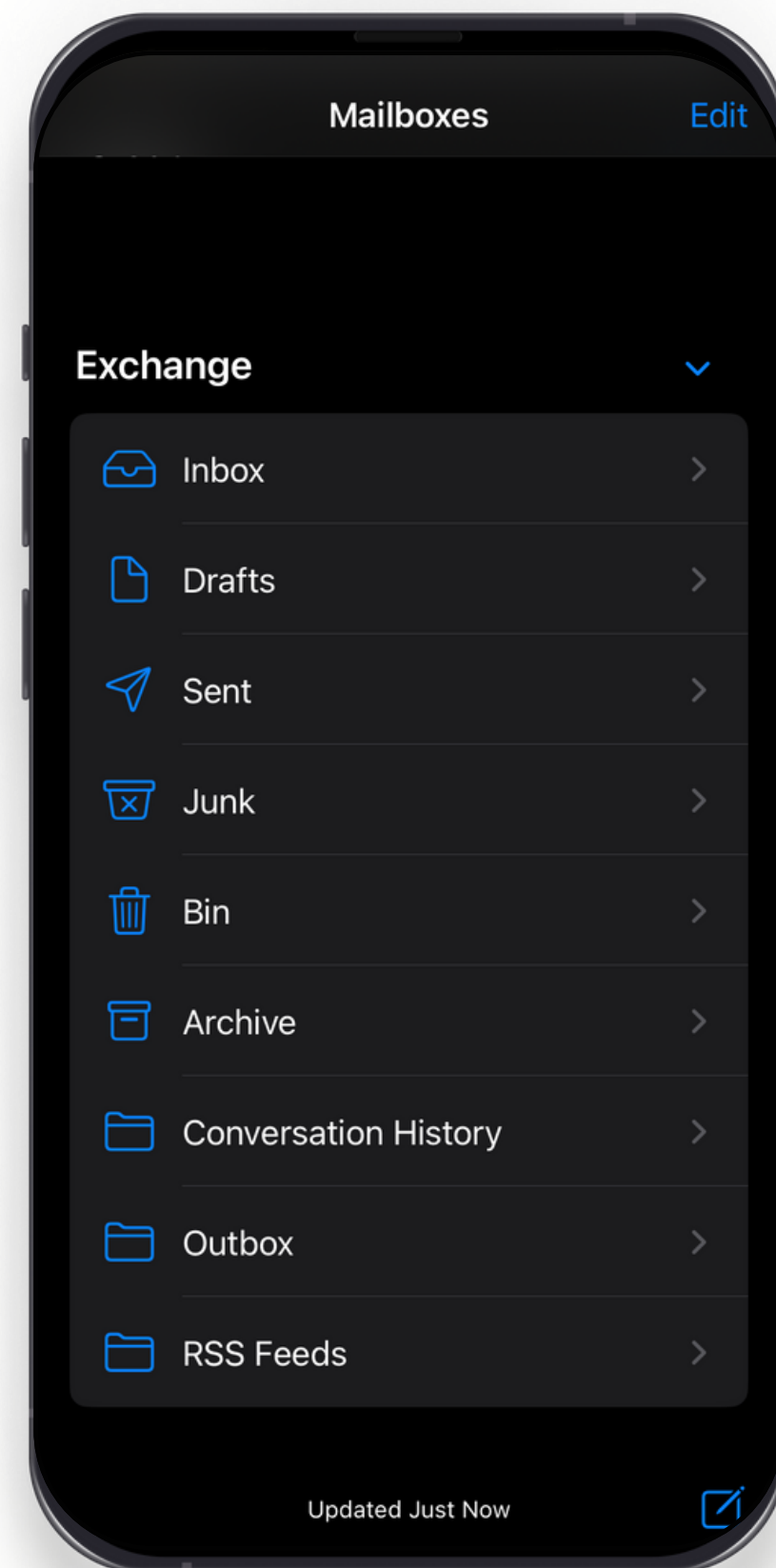
IOS

# 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	Next Review Date
<b>1</b>	<b>19.9.2024</b>	<b>First Released</b>	<b>March 2025</b>