

NMHS iOS Outlook Setup Instructions

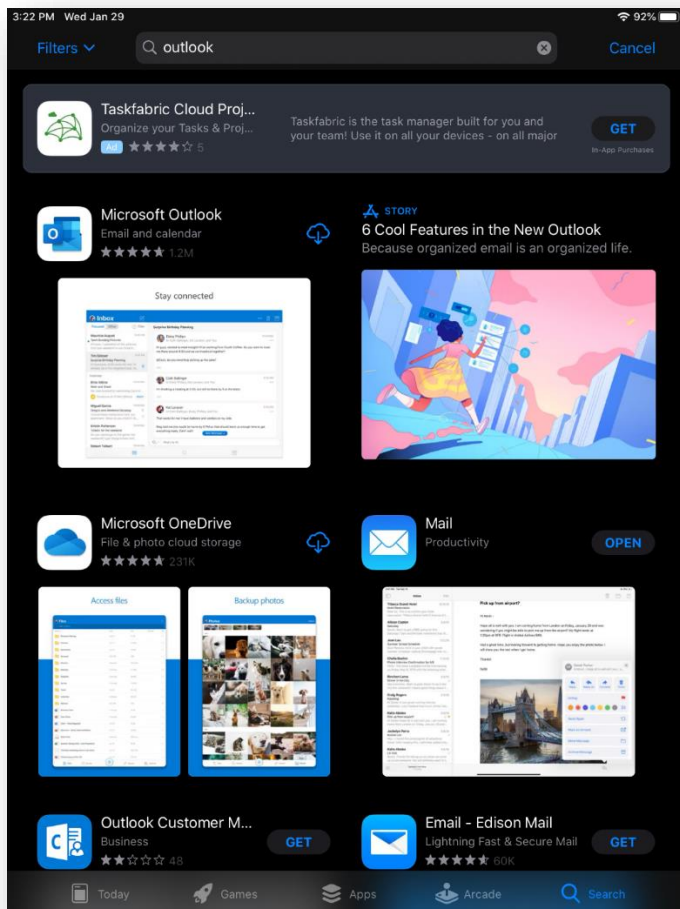


If you have not already registered your mobile device with the Microsoft Authenticator App you must do so before moving on.

If you need to register, please click on this [link](#) to get started. This link will allow you to register from any Methodist location.

IMPORTANT: Approximately every 14 days your mobile device will receive a Microsoft Authenticator approval notification to retain mobile Outlook connectivity.

1. Go to the app store and download the Outlook App.

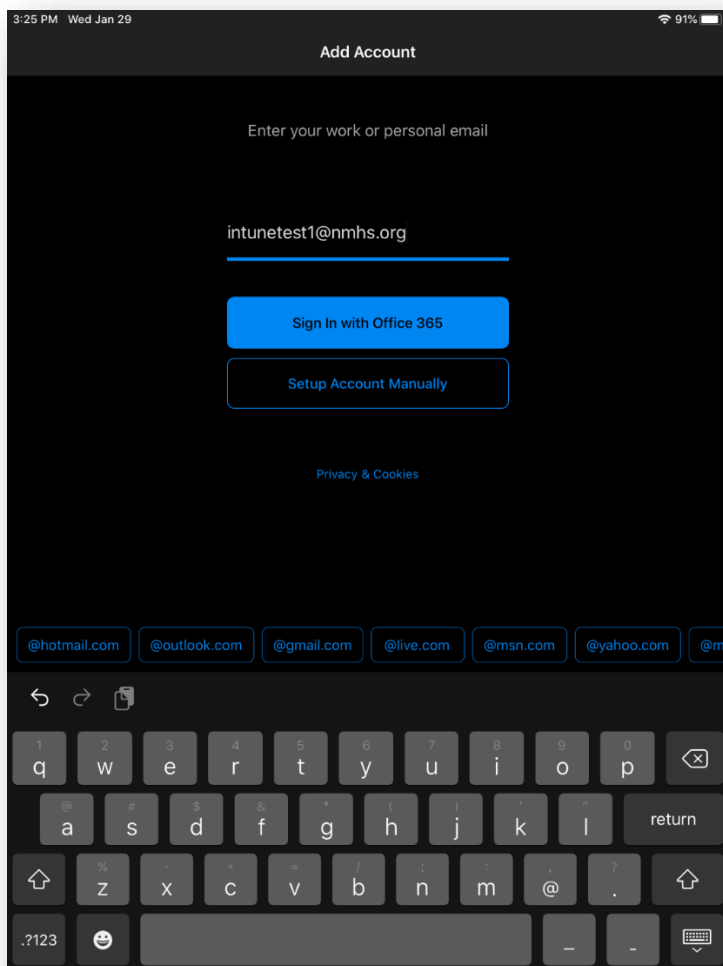


2. Once installed open the app and it will ask you for your account.

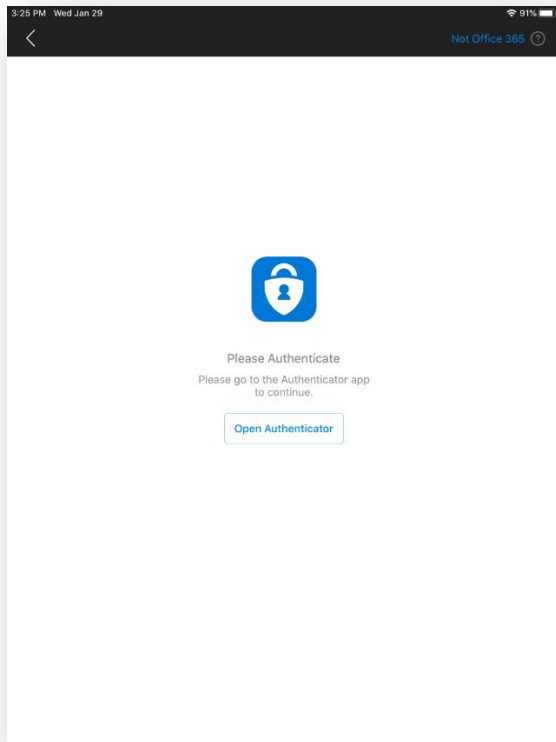
You will need to use the login format of [username@nmhs.org](#) (not “nmhs.org\username”) when logging into Office 365. This will usually look like **e12345@nmhs.org**, **s123456@nmhs.org** or **p12345@nmhs.org**. Some users may have a username that is formatted a different way, such as first initial plus last name. These usernames would look like **jd@nmhs.org**.

A couple of other things to note:

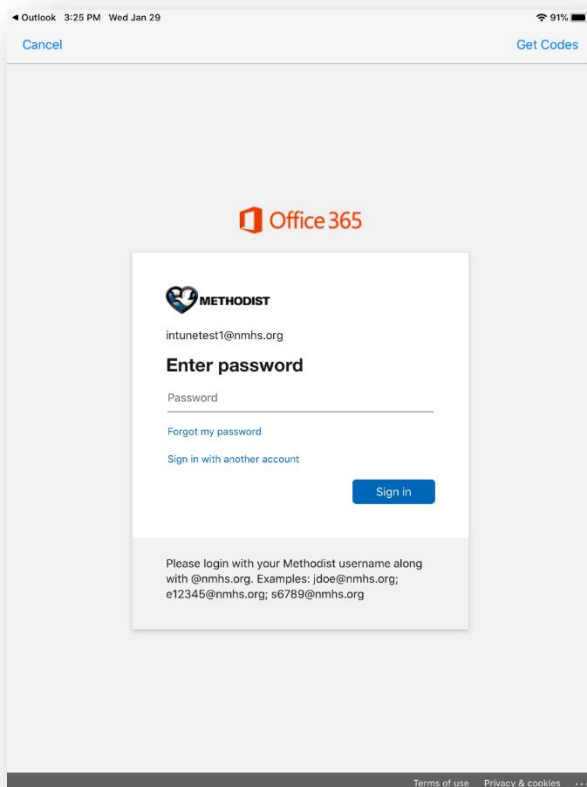
- [username@nmhs.org](#) is not an email address. It is the account you are authenticating with. Your email will remain the same @nmhs.org or @methodistcollege.edu or sharedomaha.com you have used before.
- The Office 365 login pages will sometimes label your login as an email address prompt when you authenticate. When this occurs, please use the **username@nmhs.org** login instead of your email.



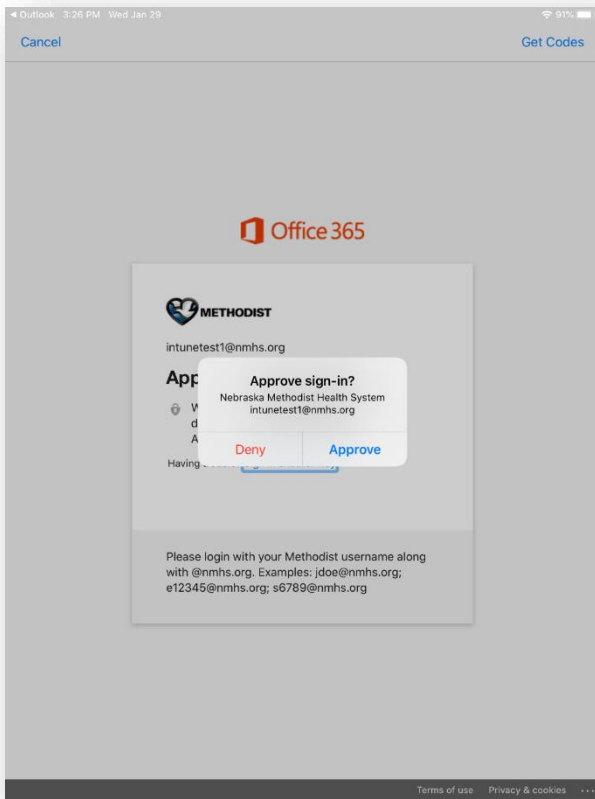
3. Click Open Authenticator.



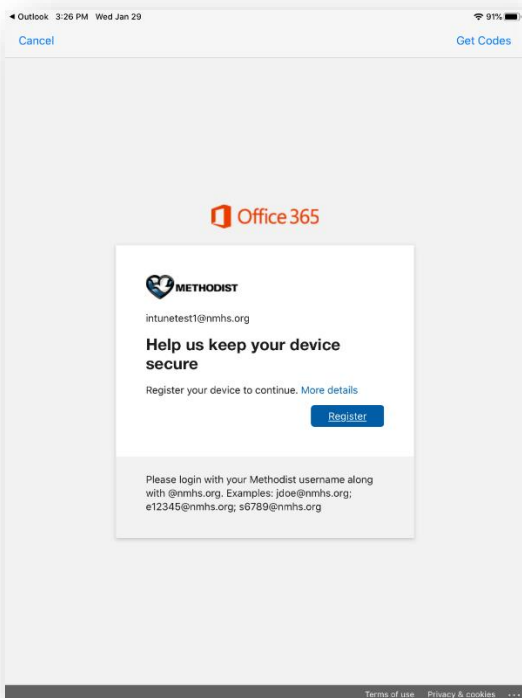
4. Enter your password.



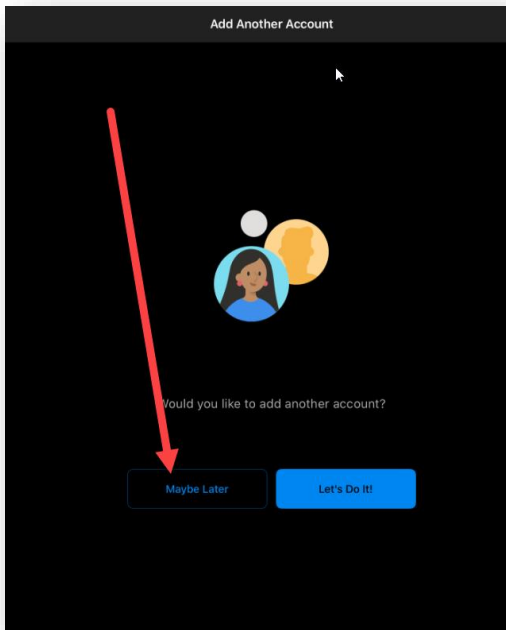
5. Hit Approve on the notification.



6. Click Register.



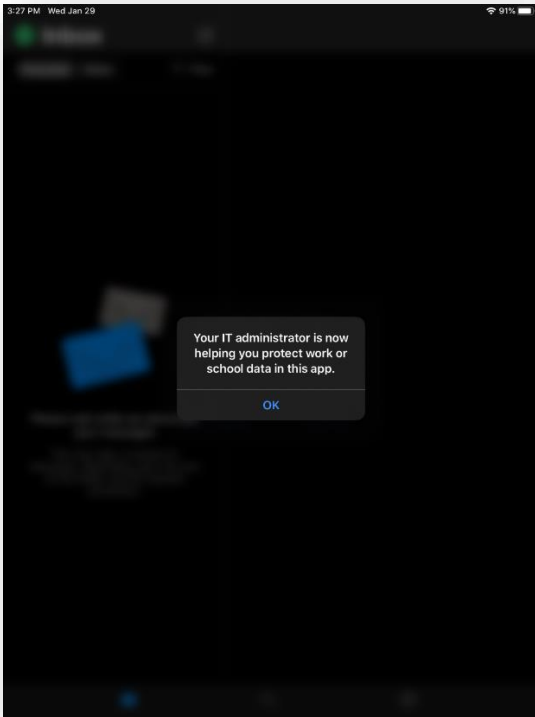
7. On the Add Another Account screen click Maybe Later.



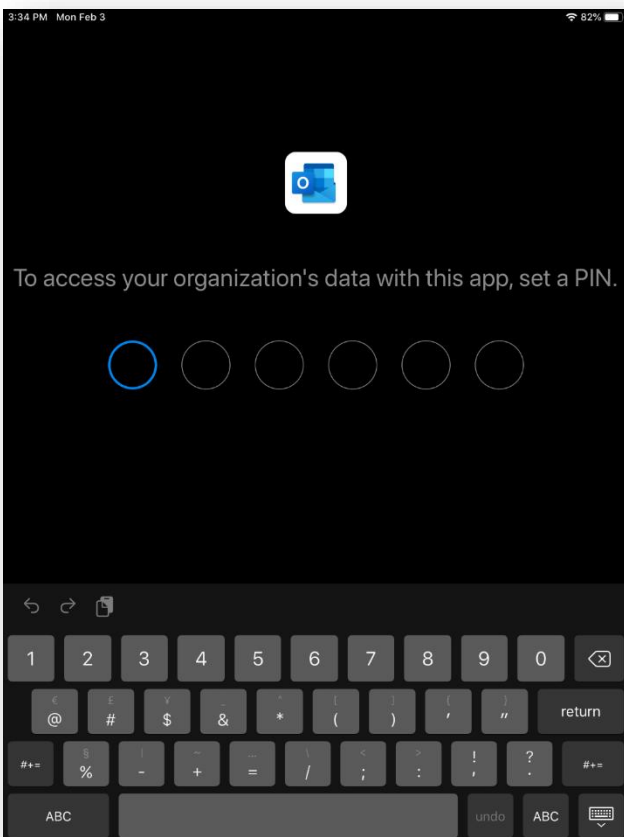
8. From your Home screen launch the Outlook App again.



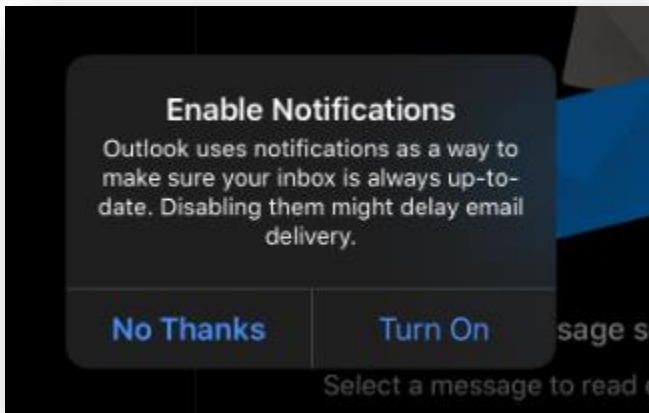
9. Click OK.



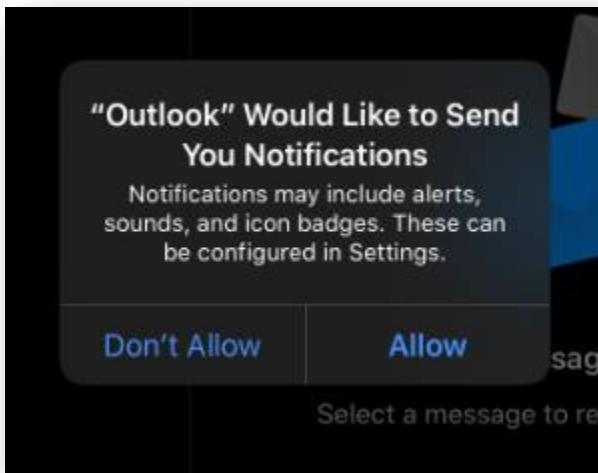
10. Create a 4-digit PIN. This PIN is used in the event Touch ID or Face ID is not enabled.



11. Click Turn On if you would like to enable notifications.



12. Click Allow if you would like to enable notifications.



Common Questions

How do I open PDF's from messages?

Please download Microsoft OneDrive app from the App Store to open PDF's.

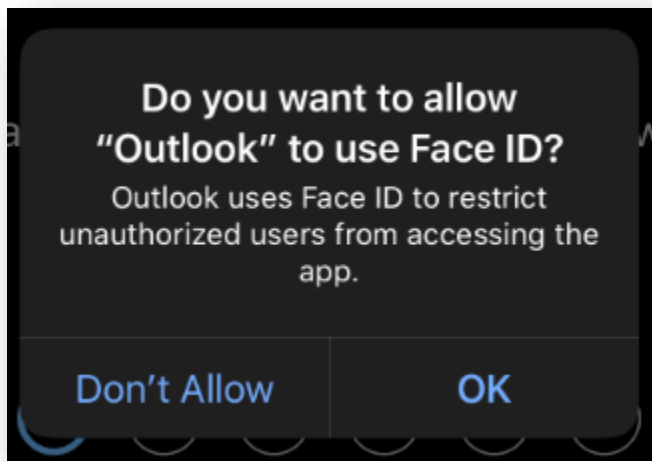
How do I open Word, PowerPoint and Excel attachments?

Please download Microsoft Word, PowerPoint and Excel apps from the App Store.

Why does Outlook keep asking for my PIN?

You will need to authenticate to access Outlook if you have not launched it in the last 30 minutes. If you have Touch ID or Face ID enabled, you can use those instead of needing to enter your Outlook PIN.

Your phone will ask for approval to grant Outlook access to your camera for the Face ID unlock.



I like to have my company mail and personal mail together. How can I do that?

The Outlook app will allow you to add additional accounts.

How do I sync my Outlook contacts?

You no longer need to sync your Outlook contacts to send email messages to others within the company. The Outlook app leverages our company Address Book.

If you would like your Outlook contacts merged into your phone contact list then follow these steps.






Open Outlook on iPhone

press on "Inbox" at top of screen



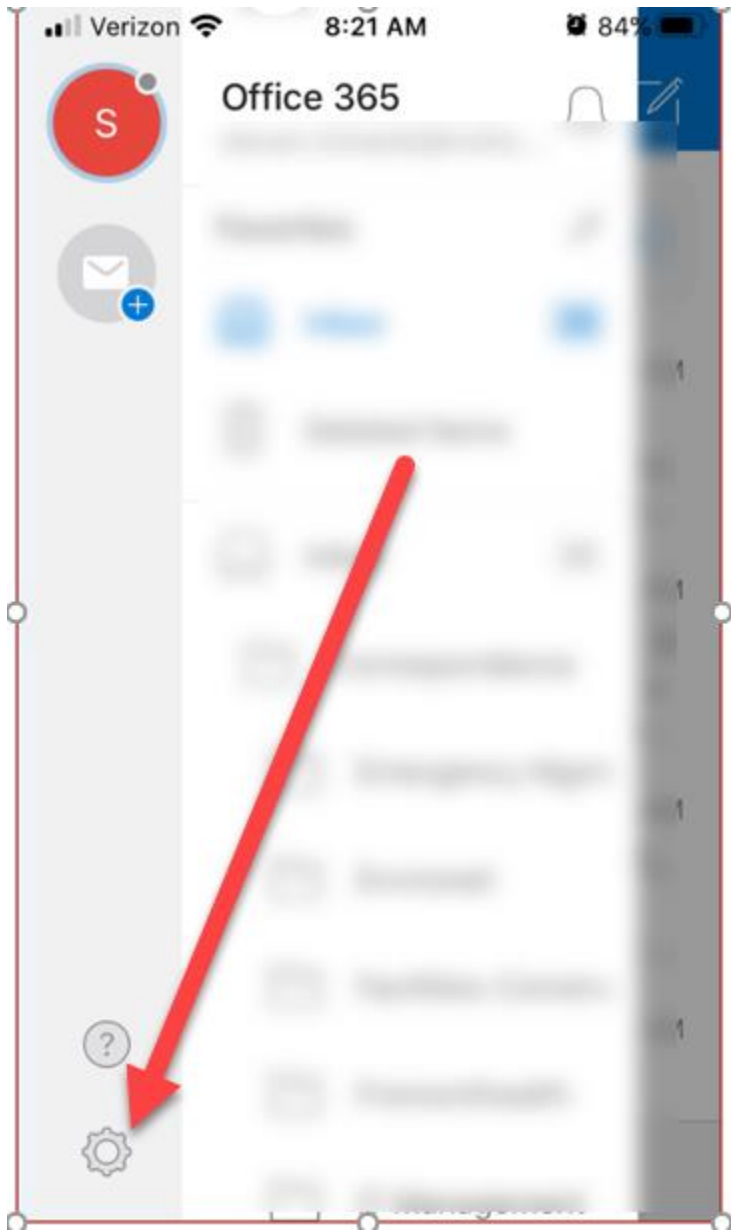
Inbox



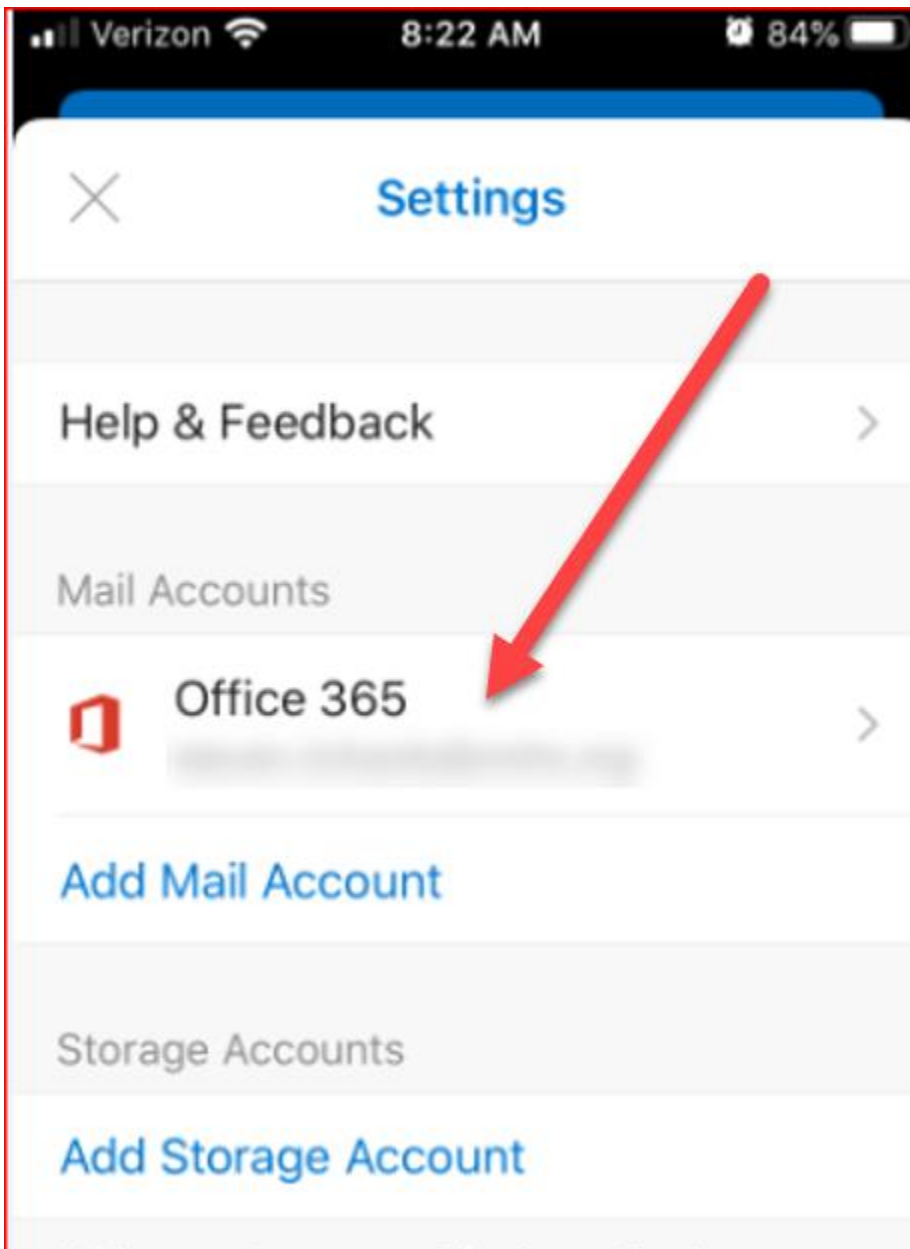
-  **Michael, Mike** 10:00 AM
Hi Michael,
I hope you are well.
I am writing you to let you know...
-  **Michael, Mike** 10:00 AM
Hi Michael,
I hope you are well.
I am writing you to let you know...
-  **Michael, Mike** 10:00 AM
Hi Michael,
I hope you are well.
I am writing you to let you know...
-  **Michael, Mike** 10:00 AM
Hi Michael,
I hope you are well.
I am writing you to let you know...
-  **Michael, Mike** 10:00 AM
Hi Michael,
I hope you are well.
I am writing you to let you know...



Select tools



Select Office 365 mail account



Select "Save Contacts"

