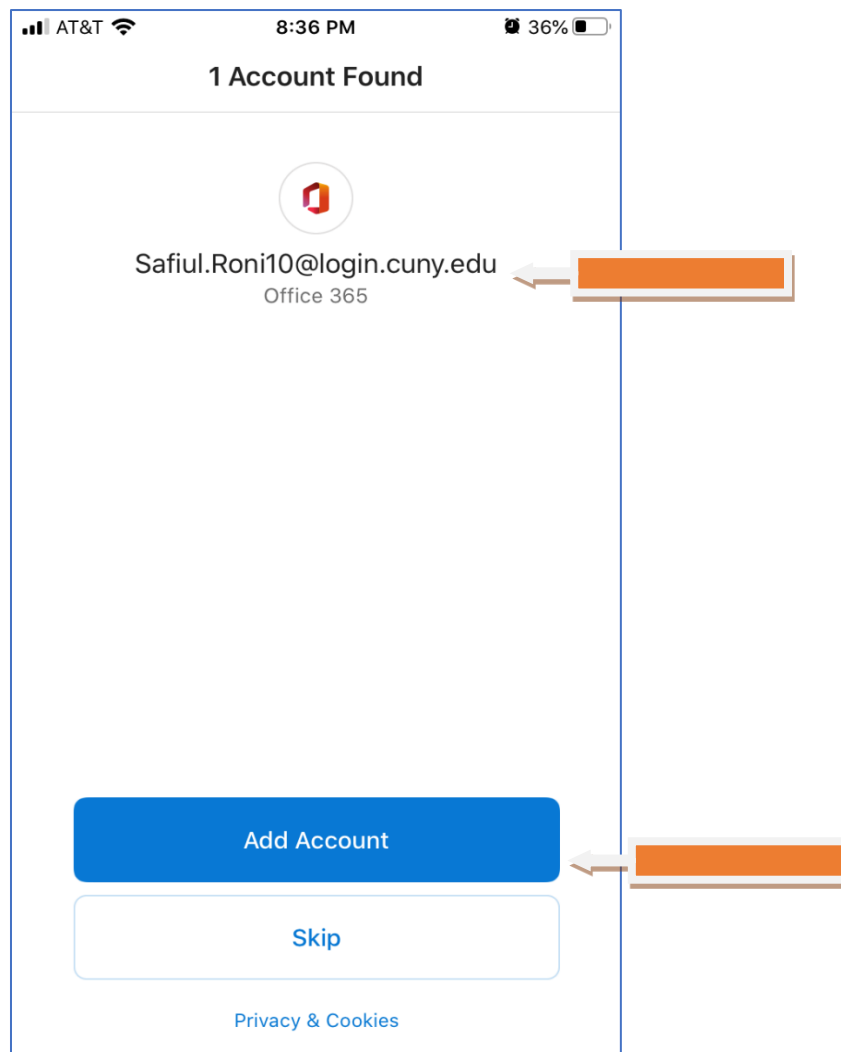




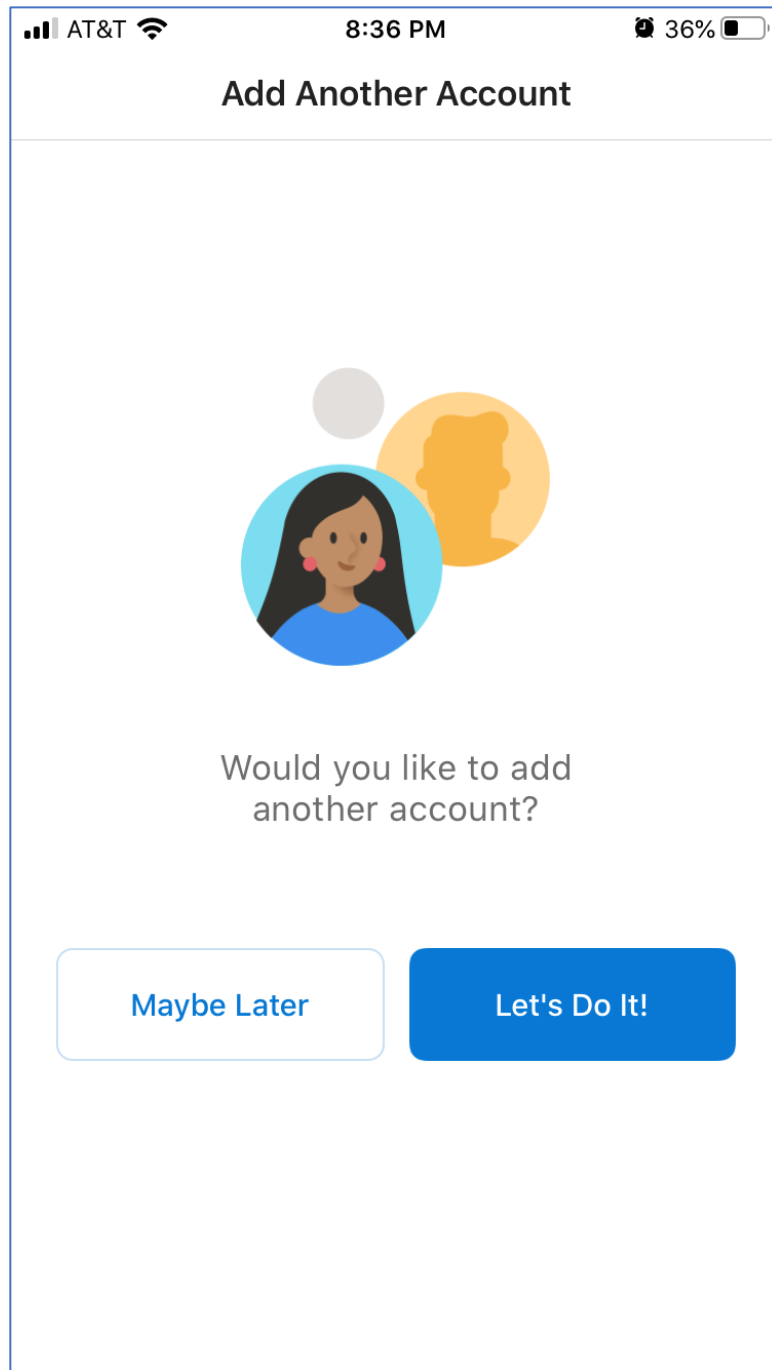
## How to Configure Lehman Staff Email Using Outlook App on iPhone

**STEP 1:** After downloading the MS Outlook app from the App Store, open the app and tap on **Add Account**.

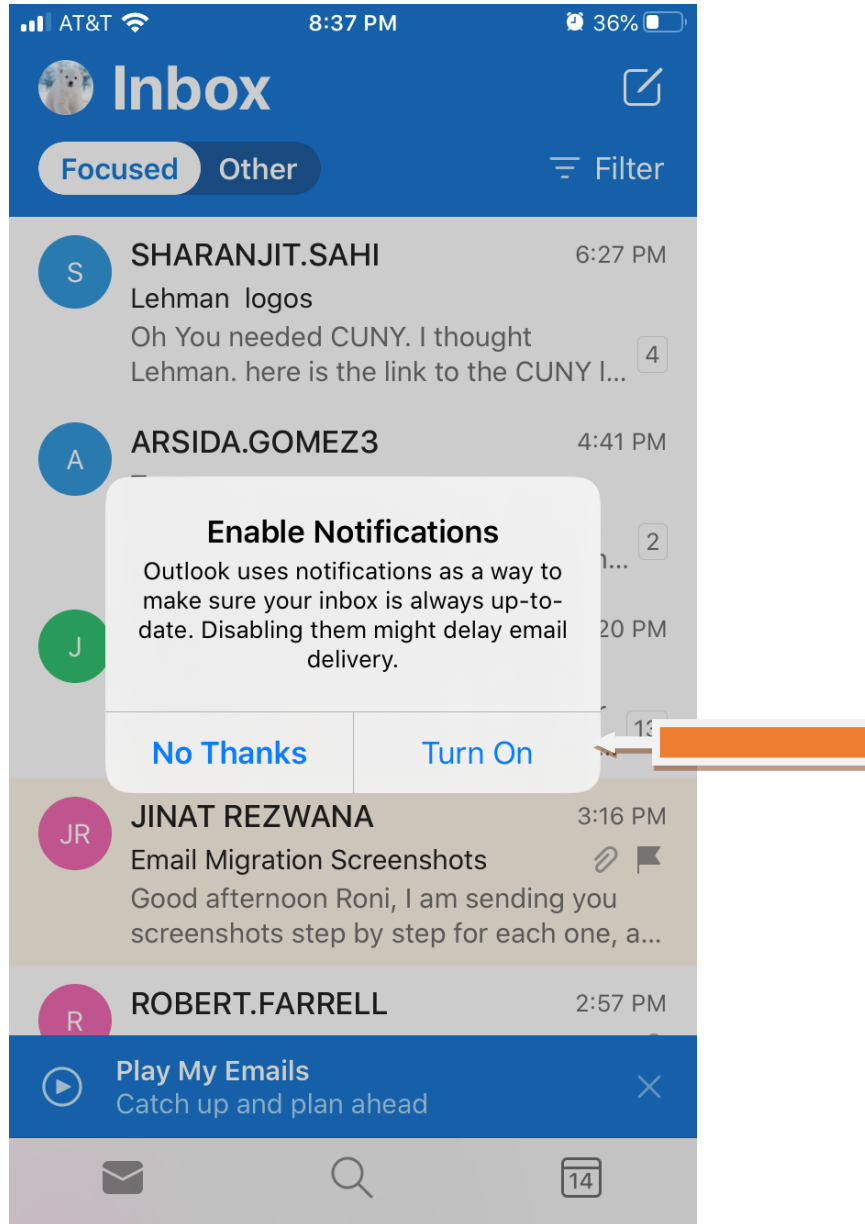
**Note:** If you have installed other Microsoft 365 apps, it is possible that your CUNY Login username will automatically appear as shown below. If you do not see your CUNY Login username, type in your CUNY Login username and password.



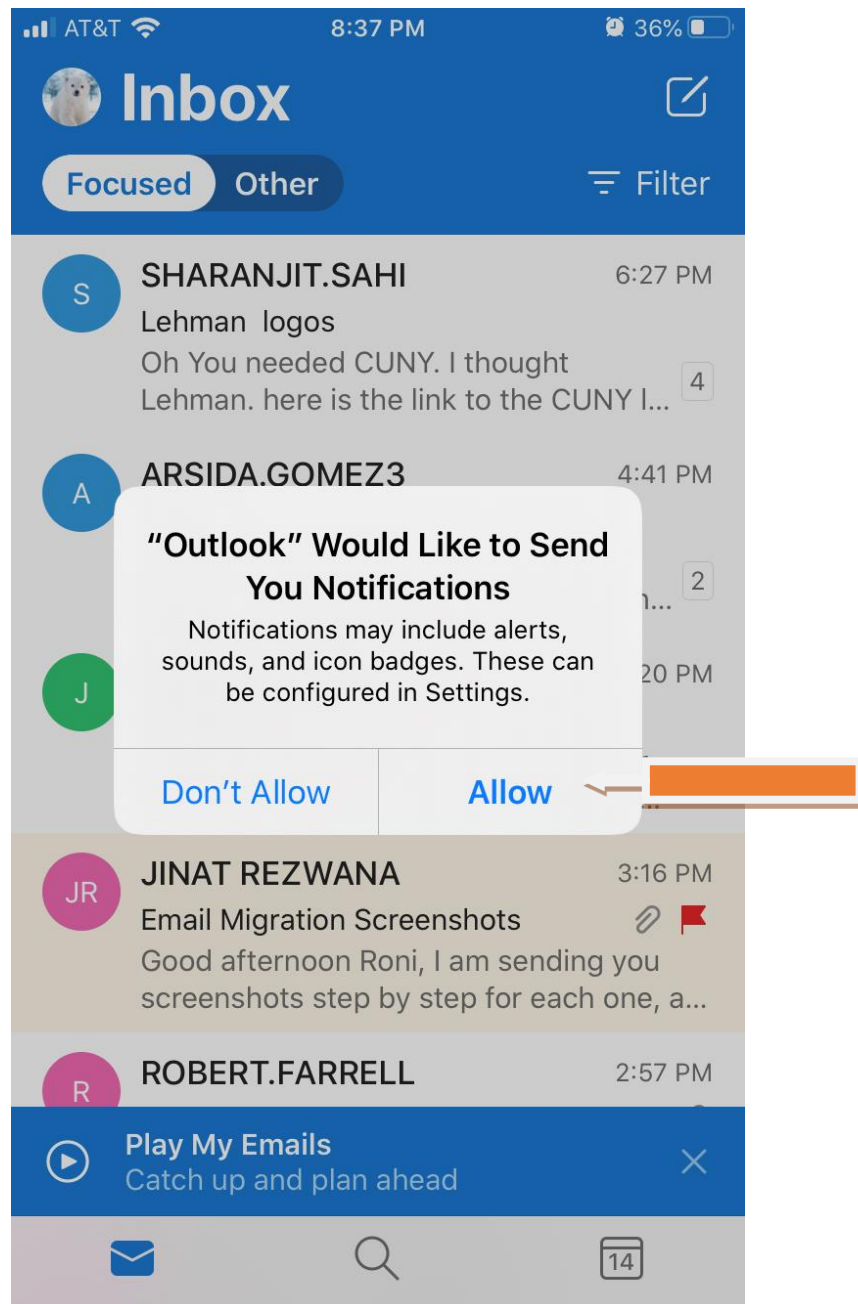
**STEP 2:** Here you have an option to add multiple accounts. If you do not wish to add a secondary account, tap on **Maybe Later**.



**STEP 3:** Tap on **Turn On**.



**STEP 4:** If you will like to be alerted when new emails are coming in, tap on **Allow**



NOTE: Your emails should start flowing into your mail app once you have completed these steps. Please contact the IT Center Help Desk (Carman Hall 108 or (718) 960-1111 or [help.desk@Lehman.cuny.edu](mailto:help.desk@Lehman.cuny.edu) if further assistance is needed.