

Outlook (Mobile)



PIEDMONT UNIVERSITY

OUTLOOK MOBILE APP

— Be a Lion. Not a Number —



 Email Access

 Calendar Sync

 Contacts & Directory

 Files & Attachments

 On the Go Stay Connected

1 DOWNLOAD OUTLOOK

Get the Microsoft Outlook app from your device's app store.





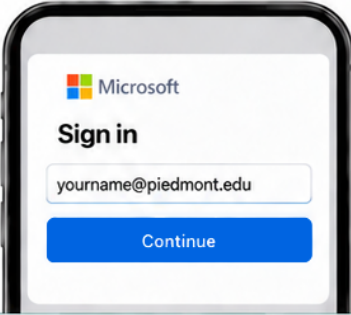
2 OPEN THE APP

Open the Outlook app on your mobile device.



3 SIGN IN

Enter your Piedmont University email address (yourname@piedmont.edu) and tap **Continue**.



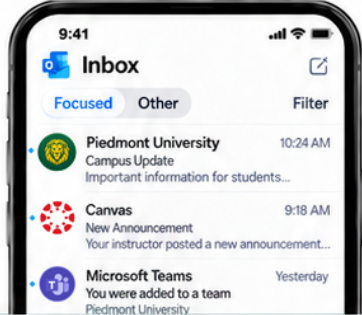
4 COMPLETE SIGN IN

Follow the prompts to verify your identity with Multi-Factor Authentication (MFA).



5 YOU'RE ALL SET!

Your email, calendar, and contacts will now sync automatically.



6 KEEP NOTIFICATIONS ON



- ✓ Get important university announcements
- ✓ Stay up to date on class communications
- ✓ Receive calendar reminders
- ✓ Don't miss time-sensitive information

7 ADDITIONAL SETTINGS (OPTIONAL)



- ✓ Enable Focused Inbox
- ✓ Customize notification settings
- ✓ Add a widget to your home screen
- ✓ Set up a passcode or biometric lock
- ✓ Explore calendar and people features



DO NOT USE OTHER MAIL APPS

Please do not set up your Piedmont University email in the following built-in mail apps:



Apple Mail
Not supported



Windows Mail
Not supported



Samsung Mail
Not supported

WHY NOT?

These built-in mail apps do not fully support university security requirements and can cause syncing issues, missed notifications, or account errors. For the best and most secure experience, please use the Microsoft Outlook app.



GOOD TO KNOW

The Outlook mobile app includes your university email, calendar, contacts, and files in one secure app. You can also access Microsoft Teams and other Microsoft 365 features from the app.

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