



# iPhone/iPad - Outlook App

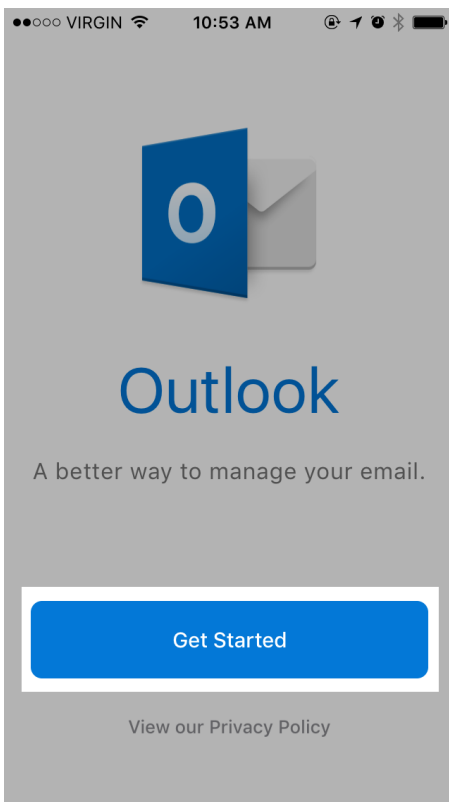
This guide is for configuring the Outlook App on an Apple iPhone/iPad.

## Step-by-step guide

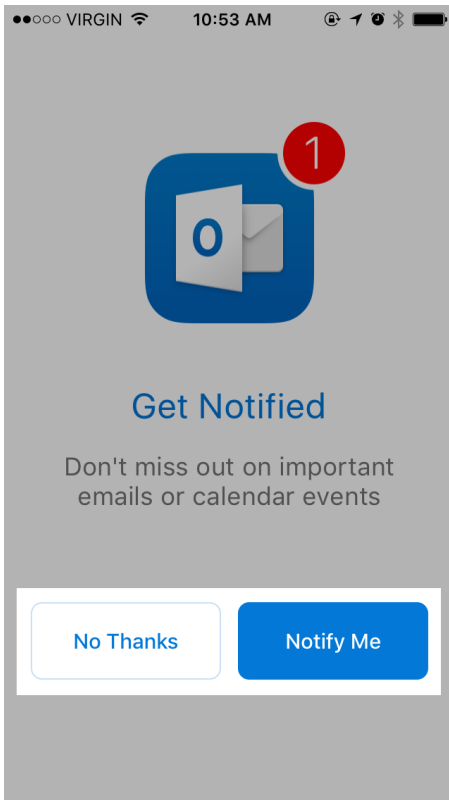
 This guide applies to our **Enhanced/Professional Email Plans** only. If you are unsure of which email plan your account is on, please reach out to our support team for further assistance.

 When adding a new account to your phone, it can take some time to synchronize with the server. Please allow at least 30 minutes for any inconsistencies to resolve themselves. Using a strong WiFi connection is highly recommended for the initial setup and synchronization.

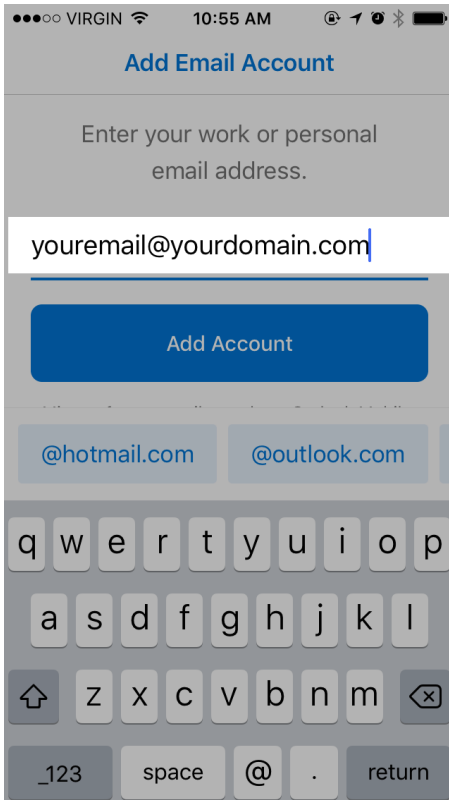
1. From the home screen, tap on the **Outlook** application.
2. Select **Get Started**.



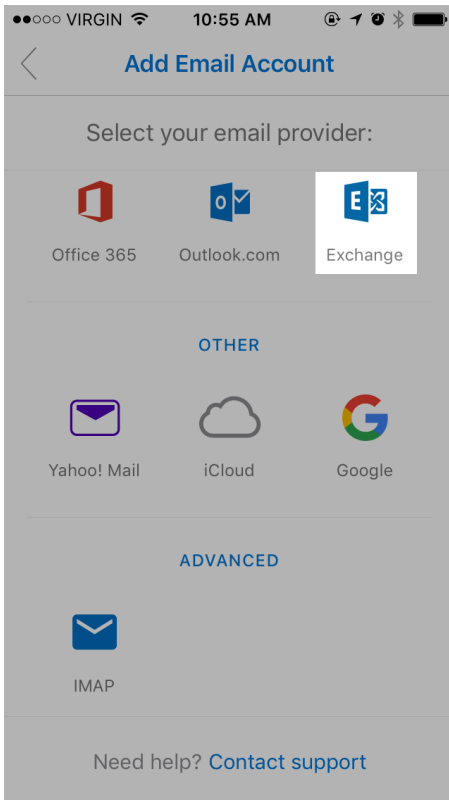
3. If you wish to receive notification from the Outlook app **select Notify Me**, otherwise select **No Thanks**.



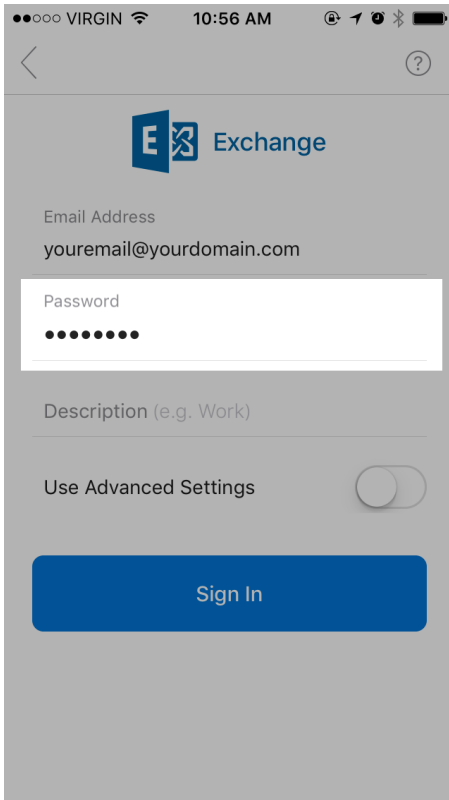
4. Enter your email address and select **Add Account**.



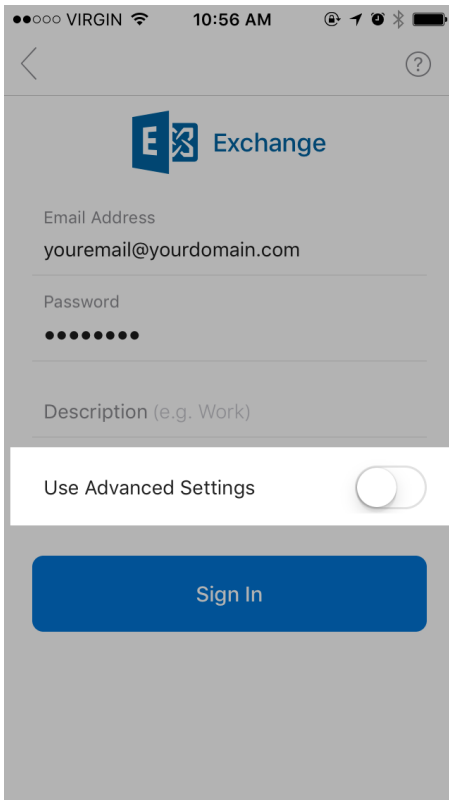
5. If it requests you select an email provider, select **Exchange**.



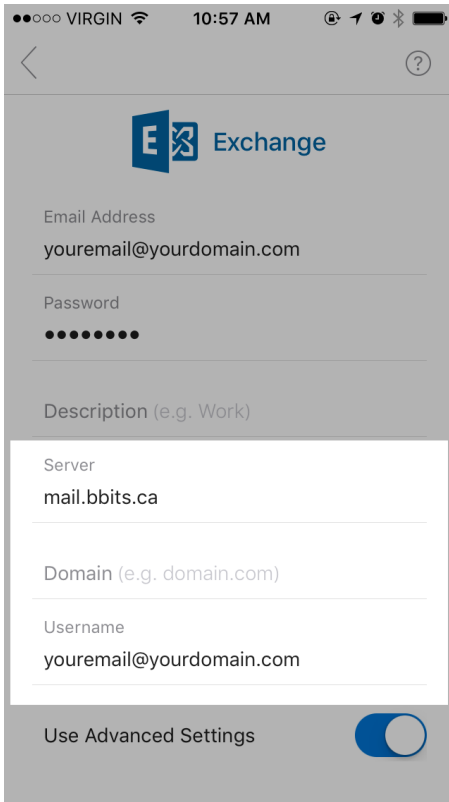
6. Enter your email **password**.



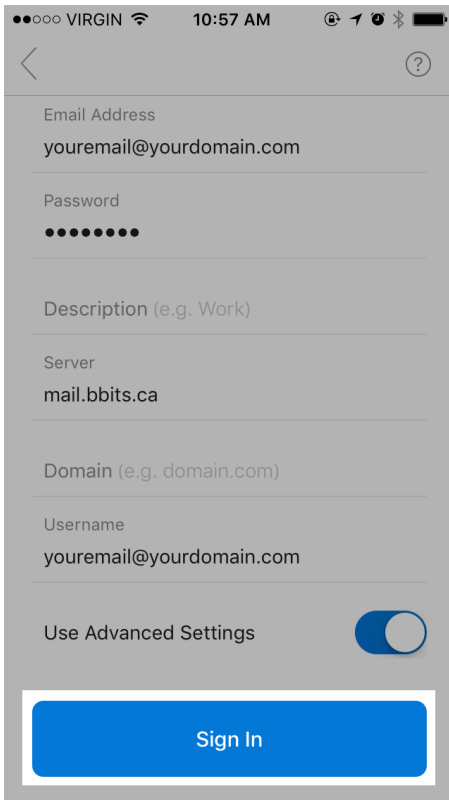
7. Turn on *Use Advanced Settings* by tapping the **On/Off toggle switch**. Additional fields will appear.



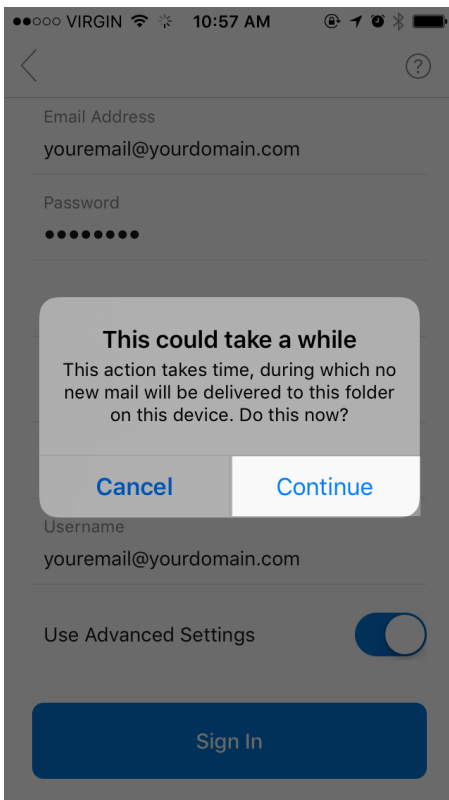
8. Enter: **mail.bbbits.ca** into the *Server* field. Under *Username*, enter your **email address**.



9. Scroll down and select **Sign In**.



10. If the following popup appears, select **Continue**. This popup is simply informing you that it may take some time before all of your email, calendar and contact data appears.



11. Your email account is now setup and ready to use.

