

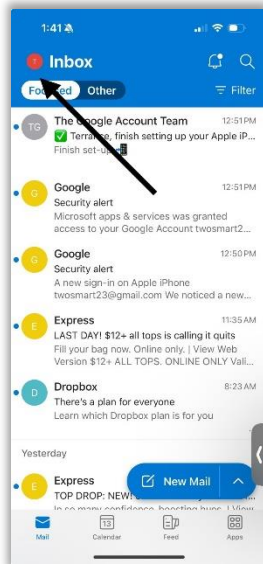
Add Profile in Mobile App- iPhone

This provides step-by-step instructions for iPhone users to add their profile in the Outlook mobile app.

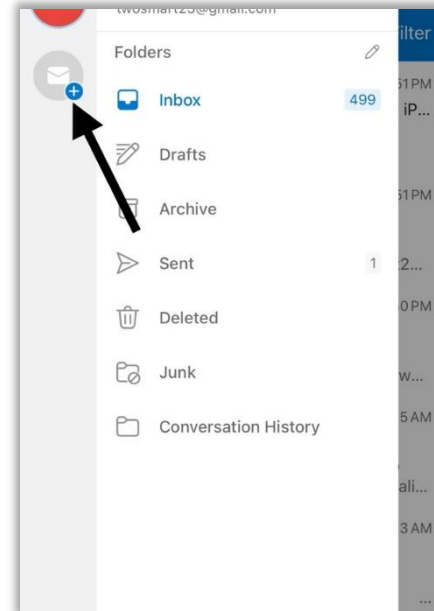
ADD ACCOUNT INSIDE OUTLOOK APP

If you were previously logged in to the Outlook app using your Gmail account, you will have to add an additional account inside the Outlook app to access your Outlook emails.

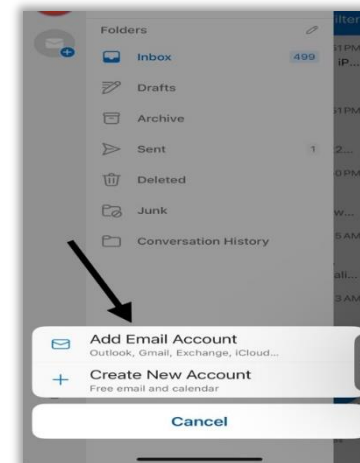
1. Select your **initial** in the top left corner.



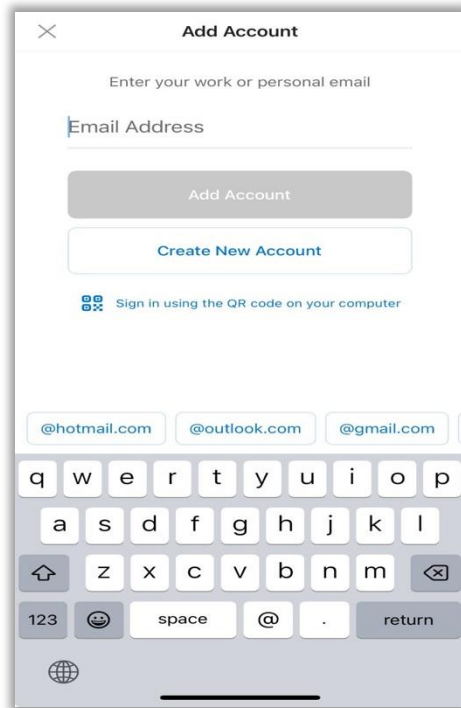
2. Select the mailbox icon on the left.



3. Select **Add Email Account**.



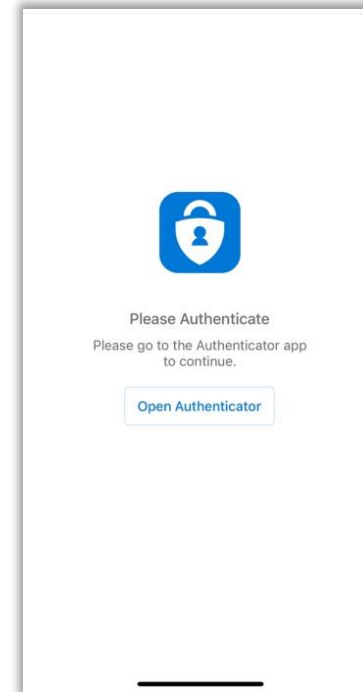
4. Type in your **Bison email address** and select **Add Account**.



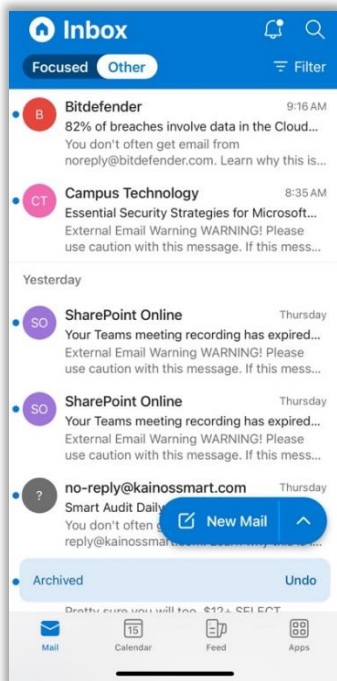
5. At this point, you should be prompted to open your Authenticator prompt. There are instances in which students may not receive that prompt. Therefore, this guide contains steps for students who receive the prompt at this point and for students who do not. Please follow the appropriate steps based on if you received the prompt at this point or not.

FOR STUDENTS WHO RECEIVE THE AUTHENTICATOR PROMPT NOW

1. You should be prompted to open your Authenticator app. Select **Open Authenticator** and follow the prompts. You should be rerouted to your Outlook inbox.

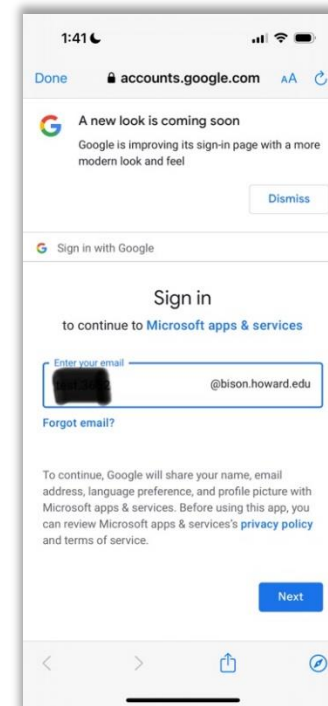


2. You now have access to your Outlook account! You may see double of the same emails stemming from your old Gmail account and your Outlook account. If you choose to remove your old Gmail Account, please refer to the **Removing your Previous Gmail Account (Optional/Not Required)** section.

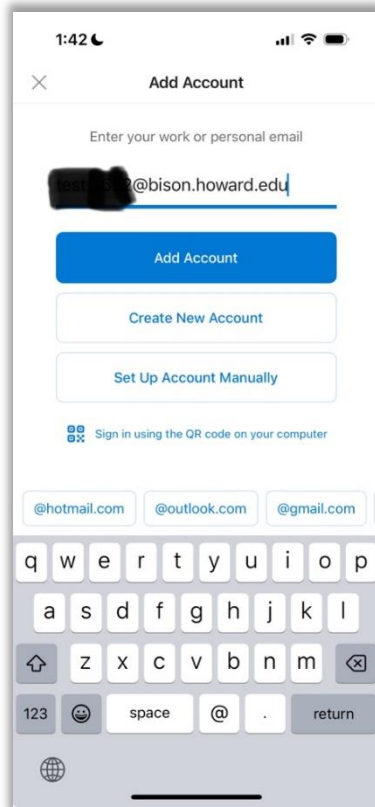


FOR THOSE WHO DO NOT RECEIVE THE AUTHENTICATOR PROMPT NOW

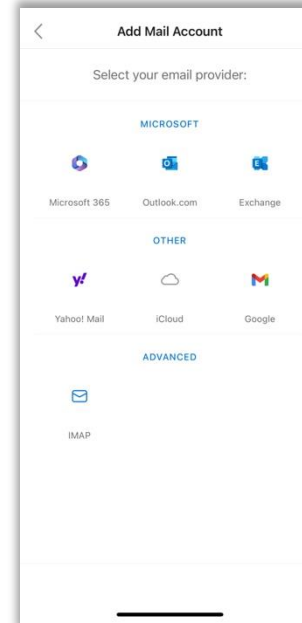
1. The following Google pop-up page will appear. Click **Done** in the top-left corner.



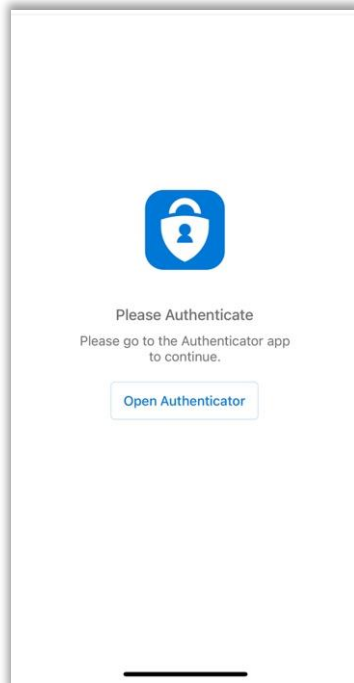
2. On the next pop-up page, select **Set Up Account Manually**.



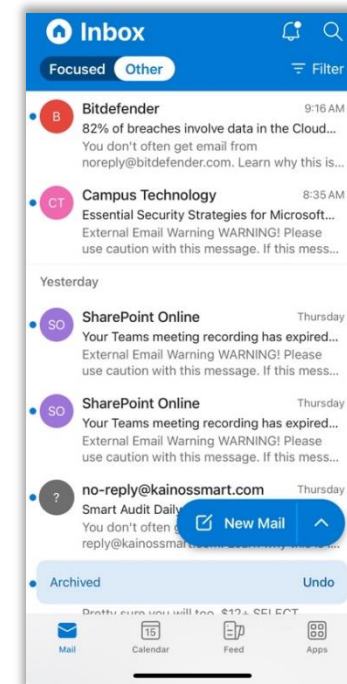
3. On the following Add Mail Account page, select **Microsoft 365** and follow the prompts.



4. Now, you should be prompted to open your Authenticator app. Select **Open Authenticator** and follow the prompts. You should be rerouted to your Outlook inbox.



5. You now have access to your Outlook account! You may see double of the same emails stemming from your old Gmail account and your Outlook account. If you choose to remove your old Gmail Account, please refer to the **Removing your Previous Gmail Account (Optional/Not Required)** section.

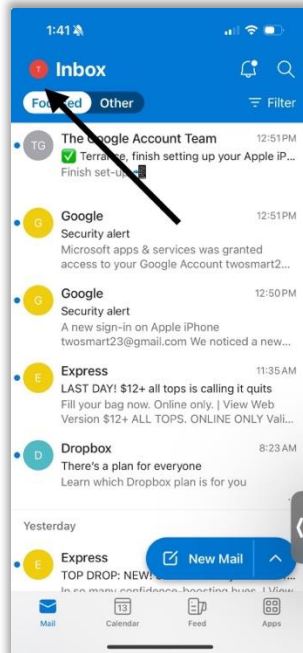


ISOLATING YOUR OUTLOOK ACCOUNT FROM YOUR GMAIL ACCOUNT

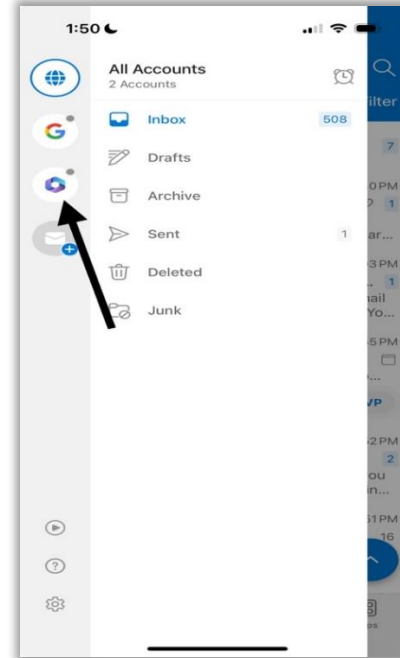
Follow the instructions to only see emails from your Outlook account.

From your Outlook account:

1. Select your initials in the top-left corner.



2. Select the Outlook icon.



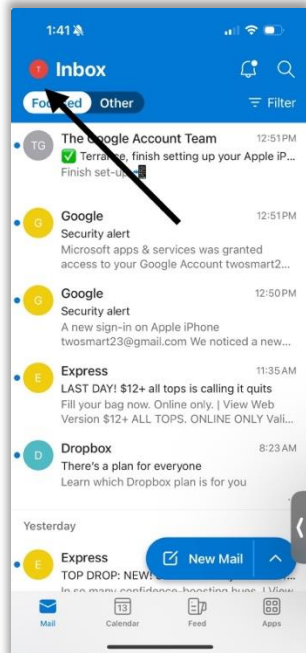
3. Now you should only see emails from your Outlook account.

REMOVING YOUR PREVIOUS Gmail ACCOUNT (OPTIONAL/NOT REQUIRED)

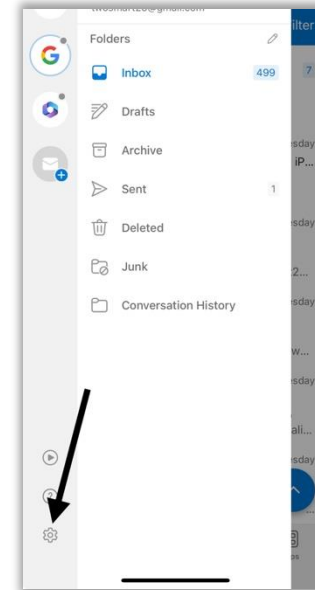
If you choose to delete your previous Gmail account, you can follow the below steps to delete the Gmail account. Please note that if you do choose to delete this account, it cannot be restored. **We recommend validating your data before you choose to remove your account.**

From your Outlook account:

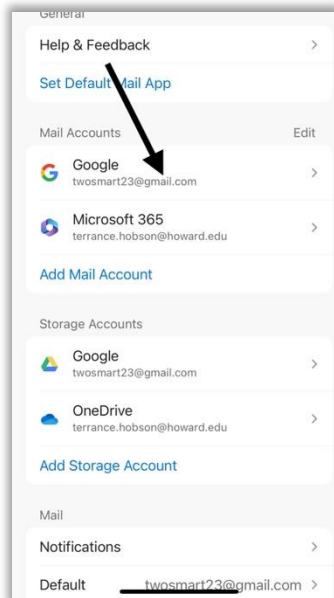
1. Select your initials in the top-left corner.



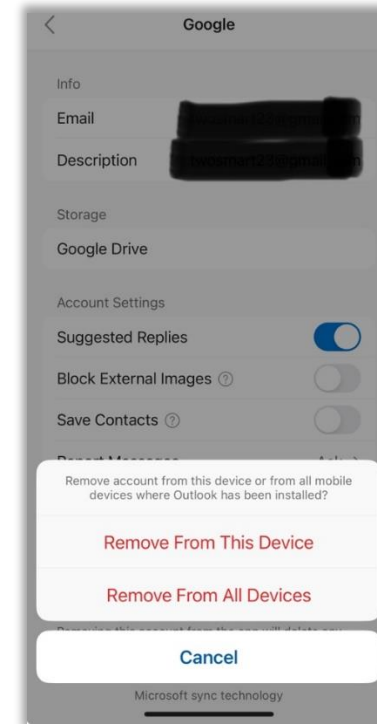
2. Select the **Settings** icon.



- Under “**Mail Accounts**”, select the Gmail account.



- Select Remove Account. You will then have the option of removing this from your current device or all other mobile devices you have this app installed on. Please choose whichever choice you like.



- Your previous Gmail account is now removed.