Apple Devices:

There are two options to access e-mail on your mobile device.

- Option 1. Native E-mail Client (Mail App)
- Option 2. Outlook App

Please follow the directions in the option that you prefer.

OPTION 1. NATIVE E-MAIL CLIENT RECONFIGURATION DIRECTIONS:

If you'd like to use the native e-mail client (where e-mail, calendar and contacts are integrated into the phone or tablet) please follow the instructions below to remove and reinstall your e-mail profile.

Removing existing e-mail profile

- Go to "Settings" >> "Mail" >> "Accounts" on your iPhone or iPad
- Select your UCF Mail Profile and select the delete button on the bottom of the screen. Follow the prompts as shown below:



Adding new e-mail Profile

- Go to "Settings" >> "Mail" >> "Accounts" >> "Add Account" on your iPhone or iPad
- Select "Microsoft Exchange" >> Enter your email address along with the appropriate description and click "next" button >> select "Sign in" as shown below:

Accounts Add Account Add Account IClouc Microsoft Exchar	1
	ł
	I
Microsoft Exchan	
	ige
Google	
yahoo!	
Aol.	
outlook.co	om
Other	
	Outlook.co



- On the UCF Federated login page, enter your NID and password and click "Sign on."
 - An additional authentication option will be presented. Please select the most widely used option of "Send me a Push" if you already have the DUO app installed on your phone.
 - If you do not have the DUO app and are configured to receive a call to authenticate dease select the "Call Me" button to complete your multi-factor login.



• If you have DUO installed, you can tap on the notification that may appear as shown below or you can navigate to the DUO app where you will be presented with an option to validate your

request. Please select the "Approve" button to complete your multi-factor authentication as shown below.

For security reasons your account	, we require additional information to verif		University of Central Flori UCF Federated Identity AE	
UCF	≡ Settings]	Å	
	Send Me a Push		132.170.20.252 Orlando, FL, US	
			12:38:29 PM EDT August 9, 2021	
			August 9, 2021	
Pusi	ed a login request to your device Cancel			
Ű	UNIVERSITY OF CENTRAL FLORIDA			
_				

- Navigate back to the email configuration screen as shown below to complete the configuration of your e-mail profile and select the "Save" button. You should now see a list of all your e-mail accounts as shown below.
 - If you have multiple e-mail accounts listed and would like to make your UCF E-Mail thedefault e-mail account, please follow the next step, otherwise disregard this step and close the settings app.

			ACCOUNTS		
3 Mail			iCloud iCloud Drive, Mail,	Contacts, Calendars, Safari a	nd 8 more
Contac		0	UCF E-Mail Mail Contacts Ca	endars, Reminders, Notes	
Calend	lars		Add Account		
Remino	ders				
Notes			Fetch New Dat	а	Push

 Select the "< Mail" button as shown below and scroll down until you see Default Account.

- Select "Default Account" as shown below.
- Select the UCF E-Mail where a check mark will appear as shown below.
- Select "< Mail" to confirm your selection as shown below.
- You can now close the setting app.

< Mail	Accounts		Settings Mail	
				-
COUNTS			THREADING	
Drive, Mail, Co	ontacts, Calendars, Safari	and 8 more >	Organize by Thread	C
Mail acts, Caler	ndars, Reminders, Notes	>	Collapse Read Messages	
Account		>	Most Recent Message on T	op (d
			Complete Threads	
etch New Data		Push >	Muted Thread Action	Mark as Read
			Blocked Sender Options	Leave in Inbox
			Blocked	
			COMPOSING	
			Always Bcc Myself	
			Mark Addresses	Of
			Increase Quote Level	Or
			Include Attachments with R	
			Signature S	ent from my iPhone
			Default Account	iCloud
			Messages created outside of Mail account by default.	
4:08 7		•••• 🗢 🗩	4:11 7	
	Default Account	uii 🗢 🖬):	4:11 √ ✓ Settings Mail 	
🗙 Mail 🛛 🛛	Default Account	.ul ≑ ■)·	Settings Mail	
Kail C	Default Account	.ul ? ■)	Settings Mail	
(Mail C	Default Account		Settings Mail THREADING Organize by Thread	
(Mail C	Default Account		Settings Mail THREADING Organize by Thread Collapse Read Messages	
(Mail E iCloud	Default Account	•••• • • • • • • • • • • • • • • • • •	Settings Mail THREADING Organize by Thread Collapse Read Messages Most Recent Message on To	
Mail E	Default Account		Settings Mail THREADING Organize by Thread Collapse Read Messages Most Recent Message on To Complete Threads	بال ج ال
(Mail E iCloud	Default Account		Settings Mail THREADING Organize by Thread Collapse Read Messages Most Recent Message on To Complete Threads Muted Thread Action	, il ≎ i p Mark as Read
Mail E	Default Account		Settings Mail THREADING Organize by Thread Collapse Read Messages Most Recent Message on To Complete Threads Muted Thread Action Blocked Sender Options	, il ≎ i p Mark as Read
(Mail E iCloud	Default Account		Settings Mail THREADING Organize by Thread Collapse Read Messages Most Recent Message on To Complete Threads Muted Thread Action	, il ₹ p Mark as Read
(Mail E iCloud	Default Account		Settings Mail THREADING Organize by Thread Collapse Read Messages Most Recent Message on To Complete Threads Muted Thread Action Blocked Sender Options	, il ≎ i p Mark as Read
Mail E	Default Account		Complete Threads Muted Thread Action Blocked B	, il ≎ i p Mark as Read
Mail E	Default Account		COMPOSING Mail	nul ♥ I
Mail E	Default Account		Composing Aways Bcc Myself	µI ♥ I
Mail E	Default Account		Settings Mail THREADING Organize by Thread Organize by Thread Collapse Read Messages Most Recent Message on To Complete Threads Muted Thread Action Blocked Sender Options Blocked Sender Options Blocked COMPOSING Always Bcc Myself Mark Addresses Always Bcc Myself	p Mark as Read Leave in Inbox
(Mail E iCloud	Default Account		Settings Mail THREADING Organize by Thread Organize by Thread Collapse Read Messages Most Recent Message on To Complete Threads Moted Thread Action Blocked Sender Options Blocked Sender Options Blocked COMPOSINO Always Bcc Myself Mark Addresses Increase Quote Level	p p Mark as Read Leave in Inbox Off On pplies Never
🕻 Mail 🛛 🛛	Default Account		Settings Mail THREADING Organize by Thread Organize by Thread Collapse Read Messages Most Recent Message on To Complete Threads Muted Thread Action Blocked Sender Options Blocked Sender Options Blocked COMPOSING Always Bcc Myself Mark Addresses Increase Quote Level Include Attachments with Recent Include Attachments with Recent	p Mark as Read Leave in Inbox

• Your mail will begin syncing and downloading content. Please be aware that you will receive new mail and calendar notifications as the profile is updating. This should go on for a few minutes.

OPTION 2. OUTLOOK APP INSTALLATION DIRECTIONS:

If you'd like to use Outlook (where e-mail, calendar, contacts are separated from your phone and contained in the app only), please follow the instructions below to install and configure the Outlook app.

 Go to the "App Store" >> "Search" and enter "Microsoft Outlook" in the search box Select the "Get" button to download the app on to your phone as shown below. Please note, you may be required to authenticate to your iCloud account.



- Close the App Store and navigate to the Outlook App you downloaded
 - Select "Add"
 - In "Add Account" section:
 - Enter your e-mail address and select the on "Add Account" button



- On the UCF Federated login page, enter your NID and password and click "Sign on".
 - An additional authentication option will be presented. Please select the most widely used option of "Send me a Push" if you already have the DUO app installed on your phone.

• If you do not have the DUO app and are configured to receive a call to authenticate, press the "Call Me" button to complete your multi-factor login.

			11:48 🕫		
federation	n.net.ucf.edu	5 AA	Cancel	federation.net.ucf.ed	u 🗚
F Federated Identity	у		S UNIVER:	SITY OF CENTRAL FLORIDA	
ccount 😡			UCF Fede	rated Identity	
NID			For security rea	sons, we require additional infor	mation to veri
assword			your account	ſ	
•••••			UCF	l	≡ Settings
Sig	n on		→	Send Me a Push	
Sig	n on			Send Me a Push Call Me	
By signing on, you a	n on gree to the terms of the & Procedures.	ie -			
By signing on, you a; UCF Policies	gree to the terms of th			Call Me	
By signing on, you as UCF Policies You are lo	gree to the terms of th & Procedures. ogging into:			Call Me	
By signing on, you a; UCF Policies	gree to the terms of th & Procedures. ogging into:			Call Me	DA
By signing on, you ay UCF Policies You are to urn:federation:	gree to the terms of th & Procedures. orgging into: MicrosoftC			Call Me Enter a Passcode	DA
By signing on, you as UCF Policies You are lo	gree to the terms of th & Procedures. bgging into: MicrosoftC mame.	Online		Call Me Enter a Passcode	DA

• If you have DUO installed, you can tap on the notification that may appear as shown below or you can navigate to the DUO app where you will be presented with an option to validate your request. Please select the "Approve" button to complete your multi-factor authentication as shown below.



• Return to the Outlook app where you will be prompted to add another account. Select the "Maybe Later" button to close the dialog box.



- You will then be presented with the following prompts:
 - Enable notification where you will select the "Turn on" button as shown below.
 - Send you notifications where you will select the "Allow" button as shown below.



• Your Outlook App configuration is complete.