

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.

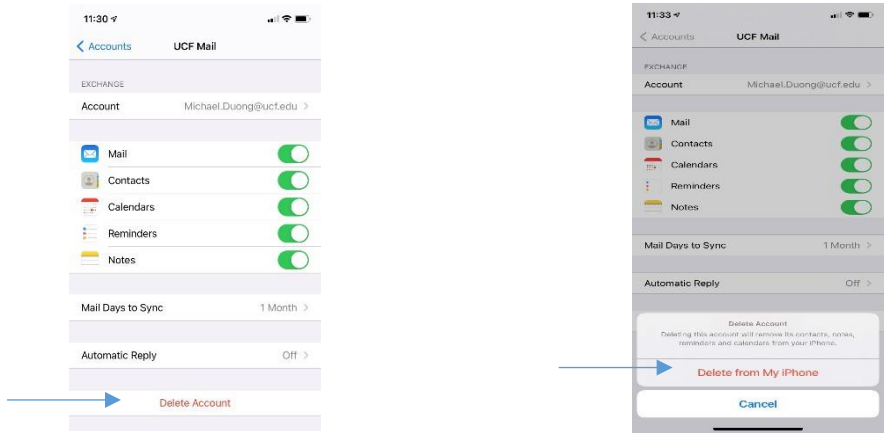
OPTION 1. NATIVE E-MAIL CLIENT RECONFIGURATION DIRECTIONS:

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

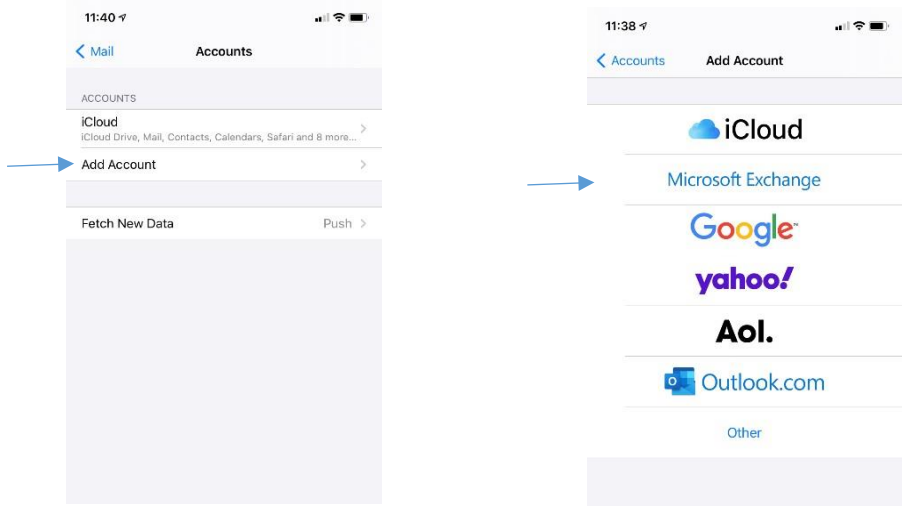
- Go to "Settings" >> "Mail" >> "Accounts" on your iPhone or iPad
- Select your UCF Mail Profile and select the delete button on the bottom of the screen.

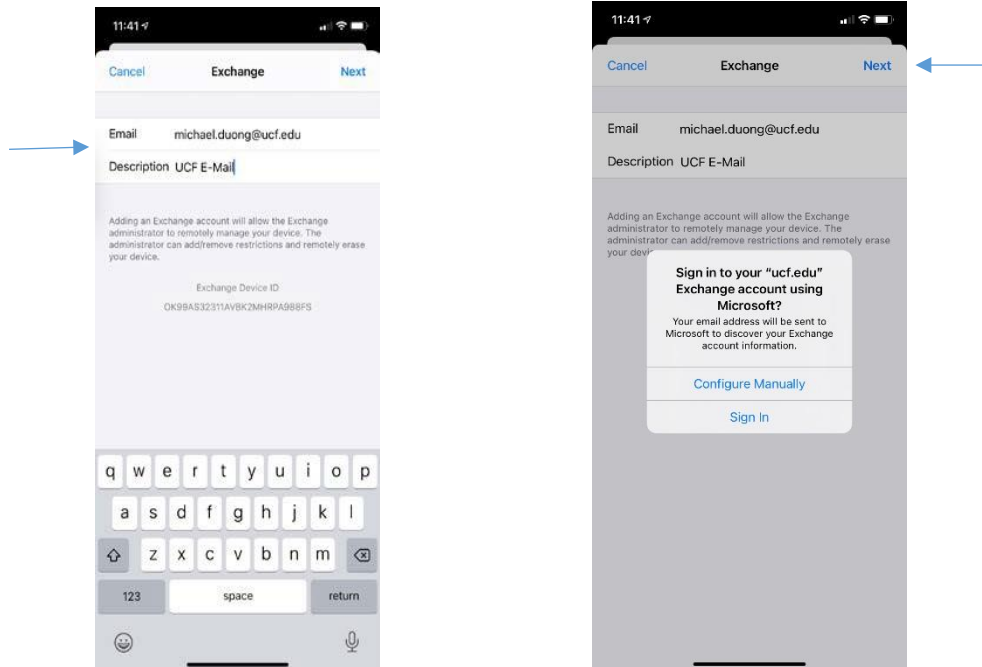
Follow the prompts as shown below:



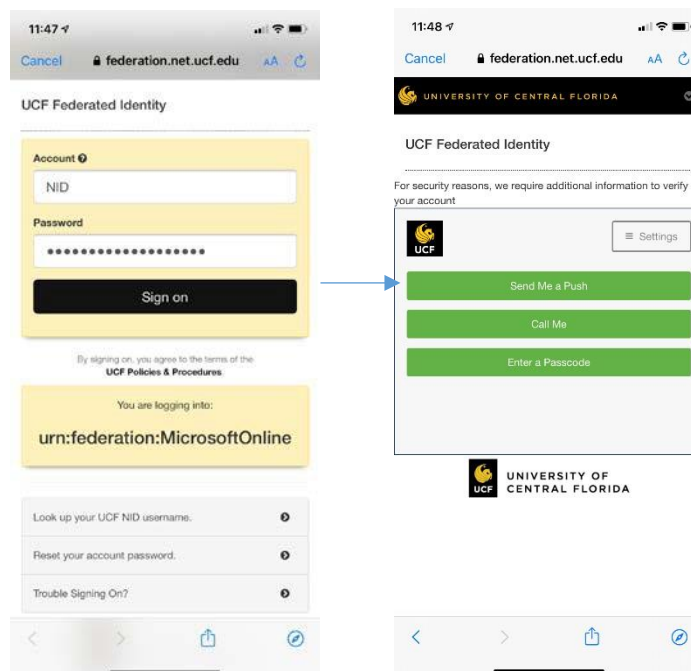
Adding new e-mail Profile

- 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:



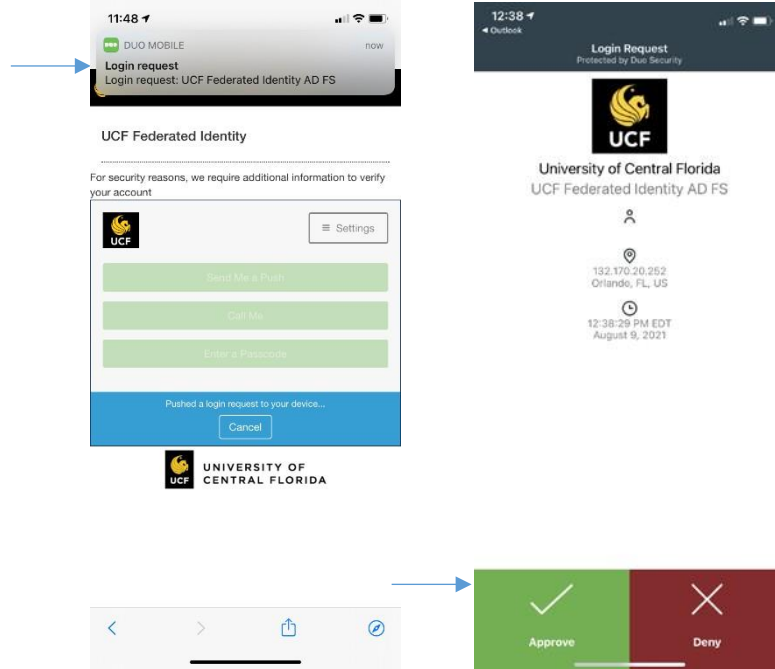


- On the UCF Federated login page, enter your NID and password and click “Sign on.”
 - An additional authentication option will be presented. Please select the most widely used option of “Send me a Push” if you already have the DUO app installed on your phone.
 - If you do not have the DUO app and are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

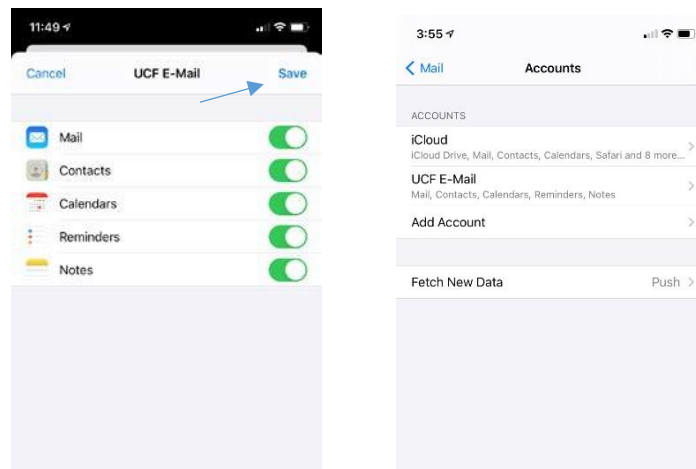


- If you have DUO installed, you can tap on the notification that may appear as shown below or you can navigate to the DUO app where you will be presented with an option to validate your

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

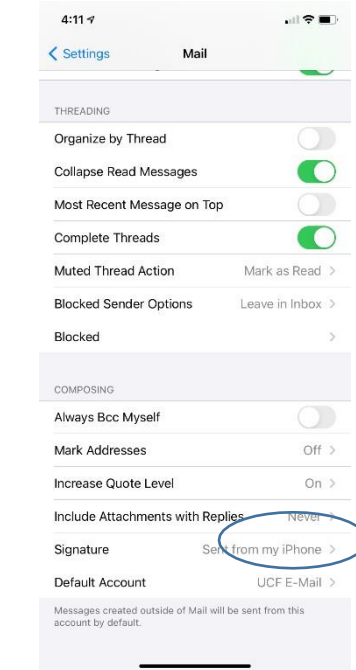
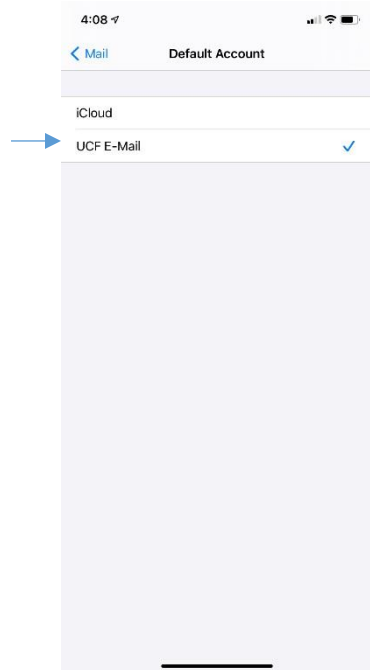
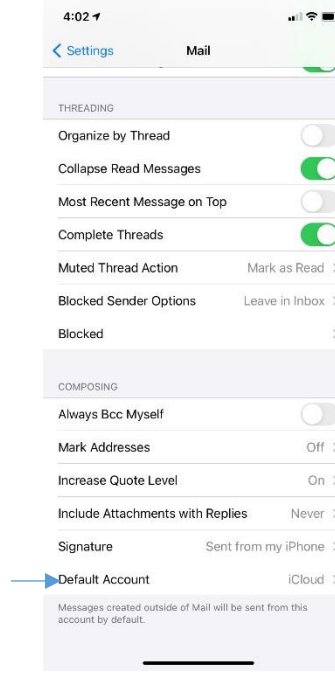
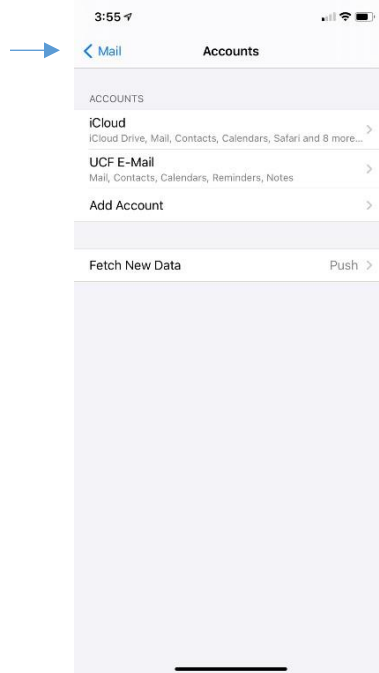


- Navigate back to the email configuration screen as shown below to complete the configuration of your e-mail profile and select the “Save” button. You should now see a list of all your e-mail accounts as shown below.
 - If you have multiple e-mail accounts listed and would like to make your UCF E-Mail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



- 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.



- 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.

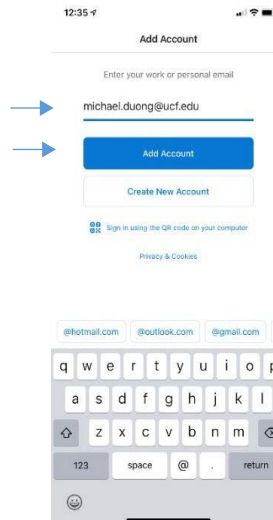
OPTION 2. OUTLOOK APP INSTALLATION DIRECTIONS:

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.

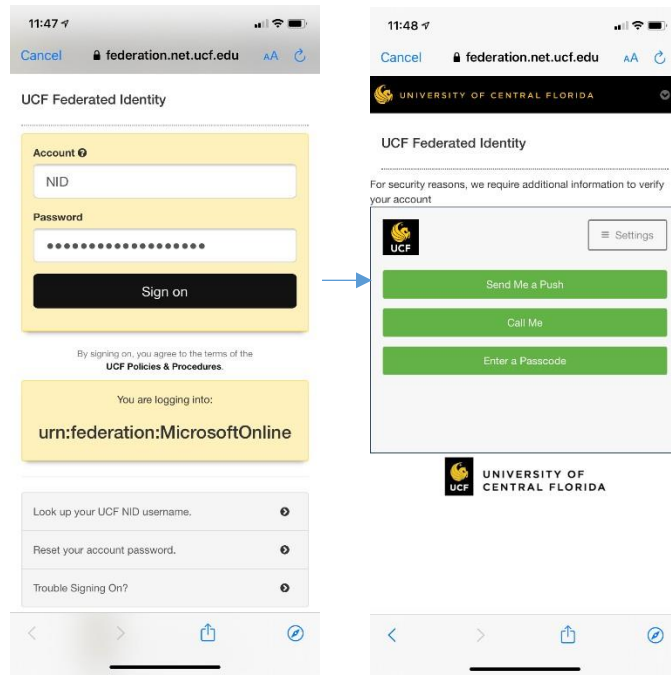


- Close the App Store and navigate to the Outlook App you downloaded
 - Select "Add"
 - In "Add Account" section:
 - Enter your e-mail address and select the on "Add Account" button

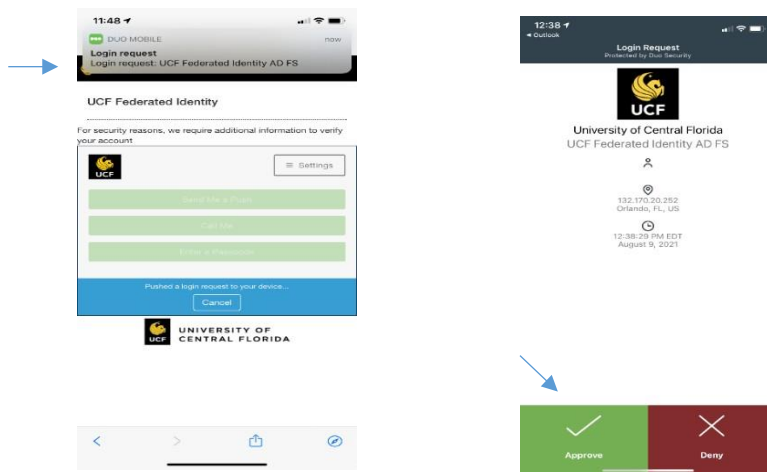


- On the UCF Federated login page, enter your NID and password and click "Sign on".
 - An additional authentication option will be presented. Please select the most widely used option of "Send me a Push" if you already have the DUO app installed on your phone.

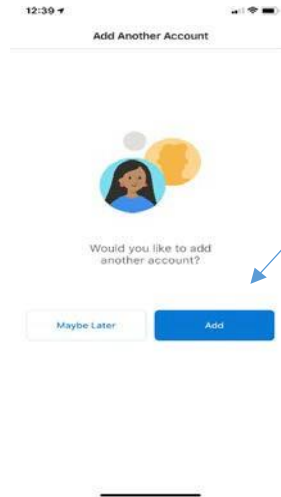
- If you do not have the DUO app and are configured to receive a call to authenticate, press the “Call Me” button to complete your multi-factor login.



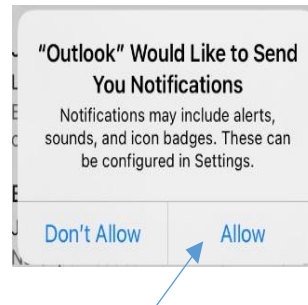
- If you have DUO installed, you can tap on the notification that may appear as shown below or you can navigate to the DUO app where you will be presented with an option to validate your request. Please select the “Approve” button to complete your multi-factor authentication as shown below.



- 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.