



## **Download the Outlook app from iTunes or Google Play**

- 1. Open the Outlook App**
- 2. Select Settings**
- 3. Select Add Account, Add Email Account**
- 4. Enter your full email address**
- 5. You will be re-directed to our UNA Production Systems login screen; enter your full UNA email address and portal password.**
- 6. If prompted to “allow account to make settings changes on the phone,” you must accept in order for setup to complete properly.**