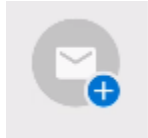


ODU Email Setup with the Outlook app

Step 1: Install the Outlook app from either the App Store or the Google Play Store or open Outlook if it is already installed.

Step 2: If you have just installed the app, it will immediately prompt you to enter in your ODU email address. If you already have it installed, you will tap on your icon in the top left corner and click on the Mail icon with a plus in the bottom right hand corner as shown below.



Step 3: Enter your ODU email address and then tap “Add Account”.

Add Account

Enter your work or personal email

username@ohiodominican.edu

Add Account

Create New Account

 Sign in using the QR code on your computer

[Privacy & Cookies](#)

Step 4: Enter your ODU username and password when you receive the following screen and tap "Sign In":

Ohio Dominican University

Sign in with your organizational account

Sign in

Step 5: Select a method to verify your identity. Once you have selected the method that you want to use, it will send you a 6-digit code to enter.



██████████@ohiodominican.edu

Verify your identity



Text + ██████████



Call + ██████████

Cancel



██████████@ohiodominican.edu

Enter code

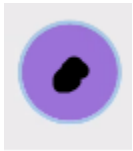
🗨 We texted your phone + ██████████
Please enter the code to sign in.

Code

Having trouble? [Sign in another way](#)

Verify

Step 6: Tap on the icon in the top left corner and tap on your ODU email icon, which will be the first letter in your ODU username.



Step 7: Your emails will load into the app, but keep in mind that this may take a while.