

iPhone – Outlook App – First account on app

1. During the first launch, enter your email address and tap the **Add Account** button to continue.
2. On the next screen, enter your Exchange password and tap **Sign In**.
3. Click **Maybe Later** when asked if you want to add another account

iPhone – Outlook App – Adding an account

1. Launch Spark on your iOS device.
2. Tap on the **Sidebar** button at the top left of the screen.
3. Tap the **Settings Gear** in the bottom left
4. Tap **Add Account**
5. Tap **Add Email Account**
4. Enter email address and tap the **Add Account** button to continue
5. On the next screen, enter your Exchange password and tap **Sign In**.
6. Click **Maybe Later** when asked if you want to add another account