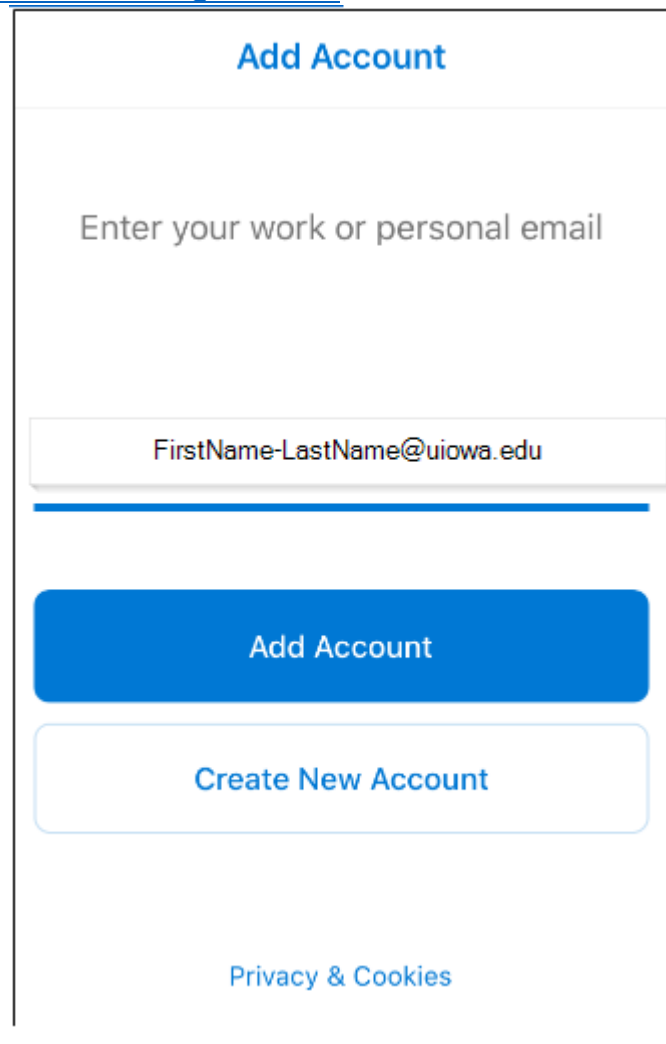


Here's how to configure the Microsoft Outlook app on your iOS device for a HealthCare Mailbox.

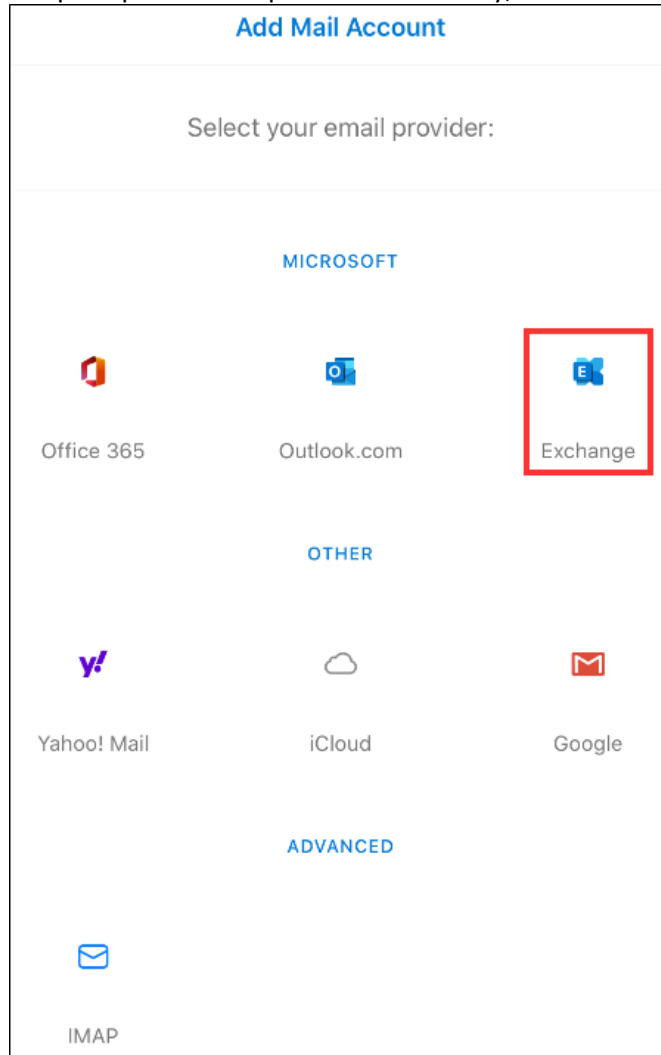
1. Install Microsoft Outlook from the App Store.



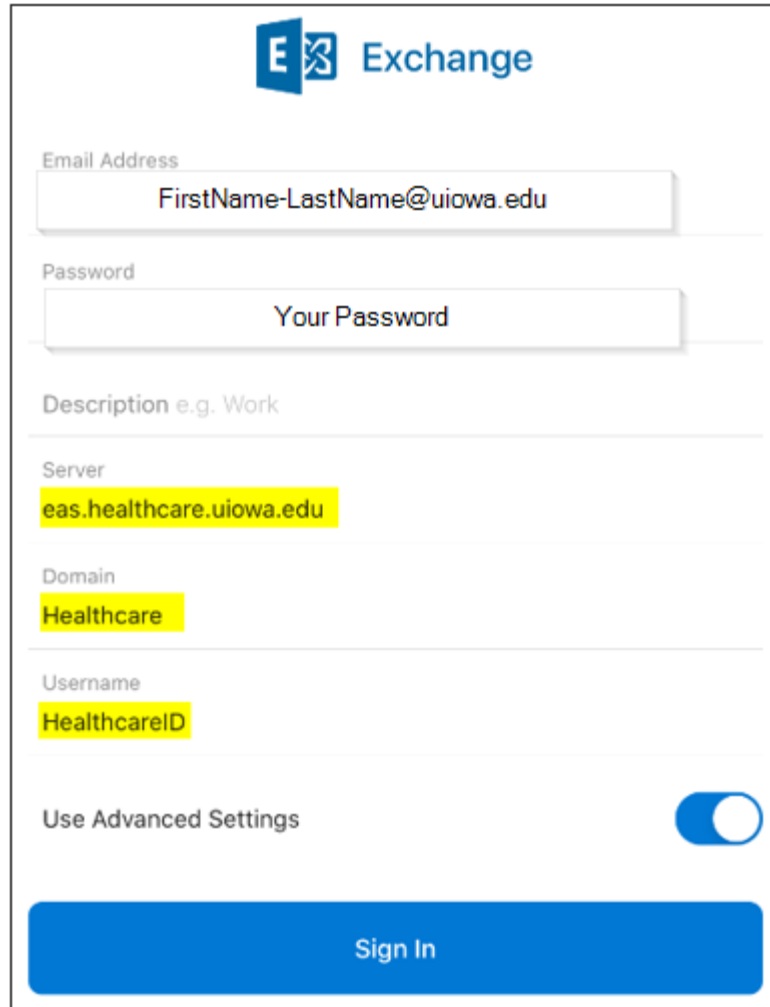
2. Once installed, start Microsoft Outlook and enter your email address, typically in the format FirstName-LastName@uiowa.edu.



3. If you are prompted to Setup Account Manually, select **Exchange** as your email provider.



4. Next, match the Exchange server settings below. Tap **sign in** when completed.



The image shows a screenshot of the Microsoft Exchange sign-in interface. At the top, there is the Exchange logo (a blue 'E' with a white 'X' inside) and the word 'Exchange' in blue. Below the logo, there are several input fields: 'Email Address' with the placeholder 'FirstName-LastName@uiowa.edu', 'Password' with the placeholder 'Your Password', and 'Description e.g. Work'. Below these are three fields for advanced settings: 'Server' with the value 'eas.healthcare.uiowa.edu', 'Domain' with the value 'Healthcare', and 'Username' with the value 'HealthcareID'. At the bottom of these fields is a toggle switch for 'Use Advanced Settings', which is currently turned on. A large blue button labeled 'Sign In' is positioned at the bottom of the form.

Server	eas.healthcare.uiowa.edu
Domain	Healthcare
Username	HealthcareID

5. If you do not already have a passcode on your device, you will be prompted to set one up. This is needed in order to meet the security requirements for the email server.

iOS Passcode Required

HealthcareID@healthcare.uiowa.edu requires that a passcode is set on this device. Here's how to create a passcode:



Open iOS Settings



Tap Touch ID & Passcode

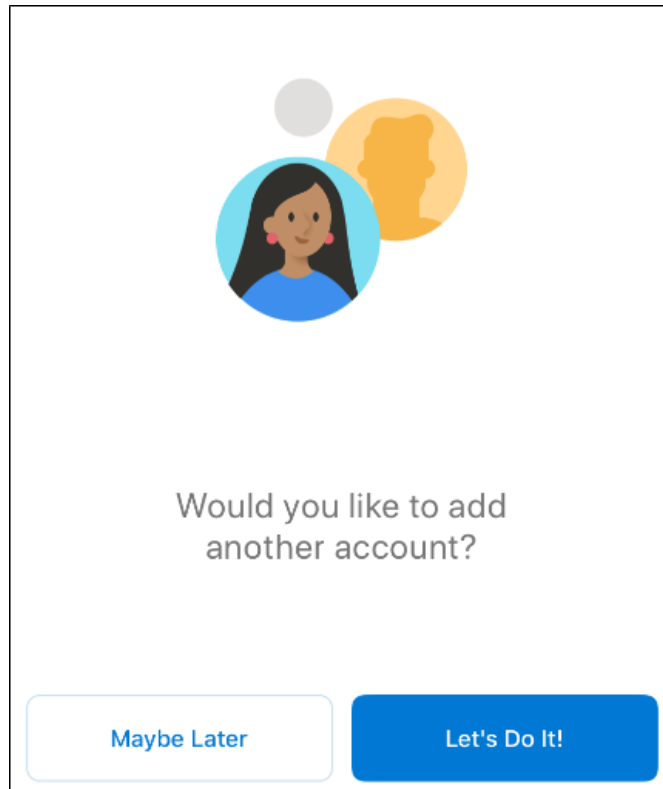


Tap Turn Passcode On

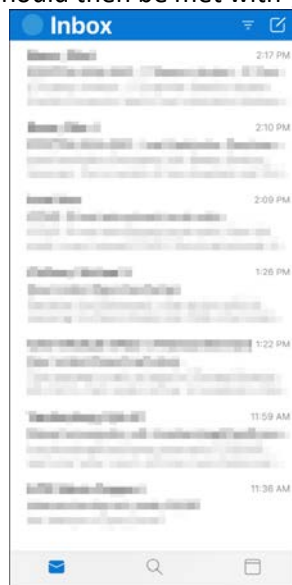
If you don't want to create a passcode on this device, you can delete this account.

[Delete Account](#)

6. After setting a passcode for your device, you can add another account to Outlook, if you want. Otherwise, select **Maybe Later**.



7. You should then be met with your inbox.



8. Call the HCIS Help Desk at 319-356-0001 if you need any assistance.