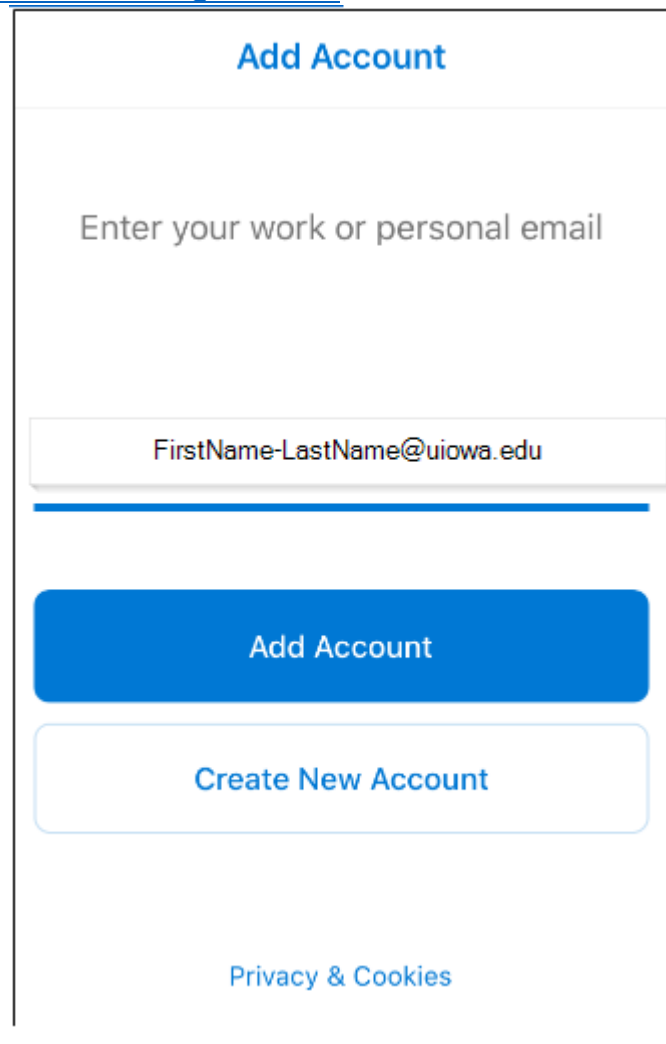Here's how to configure the Microsoft Outlook app on your iOS device for a HealthCare Mailbox.
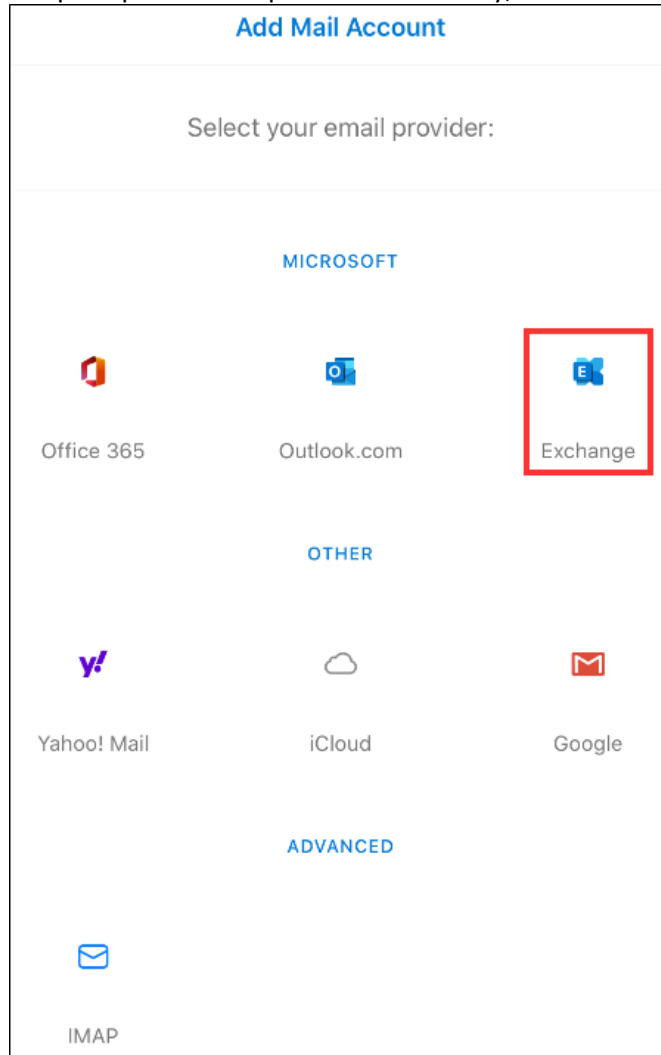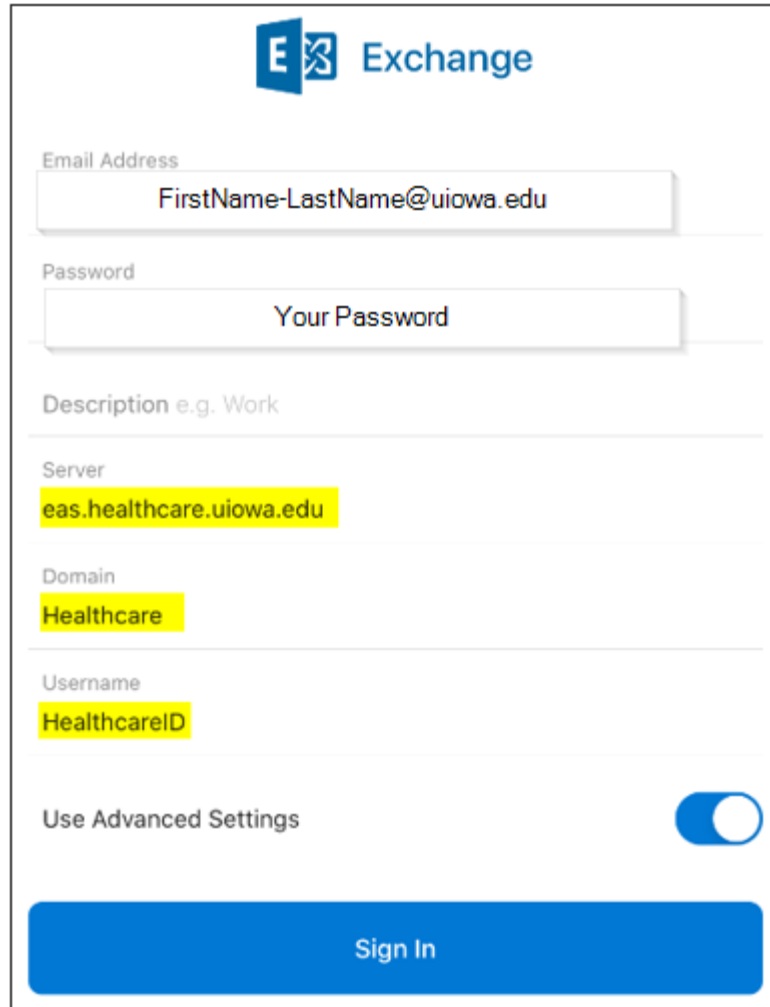
1. Install Microsoft Outlook from the App Store.

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.

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:
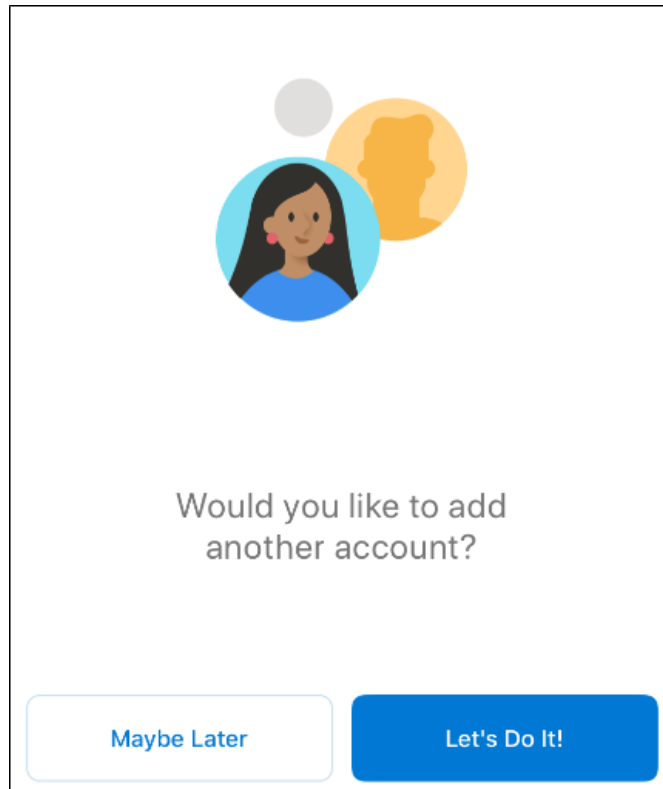
Open iOS Settings

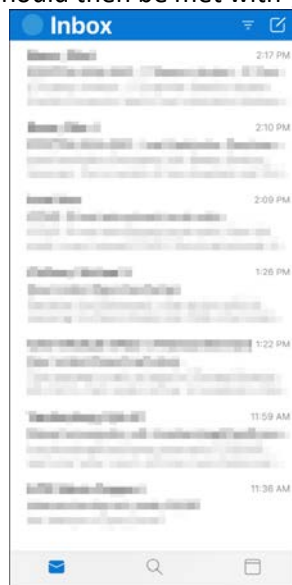Tap Touch ID & Passcode

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.