

ACCESSING OUTLOOK

Accessing Your SFC Email on a Mobile Device

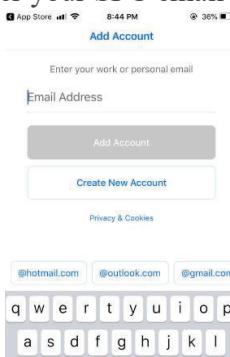


IOS USER (IPHONE, IPAD)

- Go to the App Store, search for Microsoft Outlook and install the app.



- When it's finished, choose open.
- Enter your SFC email address. Click add account.



- Enter your SFC Password and click sign in.



- Complete multi-factor authentication using the Microsoft Authenticator Mobile App (must have been previously set up).



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Approve sign in request

 Open your Authenticator app and approve the request. Enter the number if prompted.

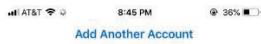
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Didn't receive a sign-in request? **Swipe down to refresh** the content in your app.

[More information](#)

[Cancel](#)

- Approve sign in on the Microsoft Authenticator mobile app, by entering the 2-digit code and press Yes.



Would you like to add another account?

[Maybe Later](#)

[Let's Do It!](#)

- Go back to the Outlook app where you will be redirected to a page giving you the option to add another account. Click on MAYBE LATER.
- Learn how it works through a short tutorial. Then FINISH.