

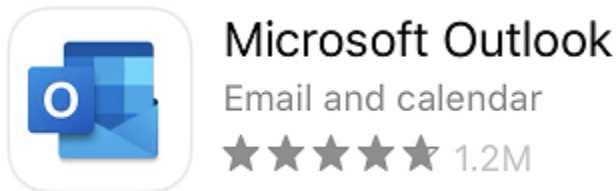
## Microsoft Outlook: Configuring on iOS

Users should access their Beaumont email from a mobile device using the Microsoft Outlook application only. Using any other email application results in a blocked email message. If the user receives this message, they must confirm no other email applications contain their profile.

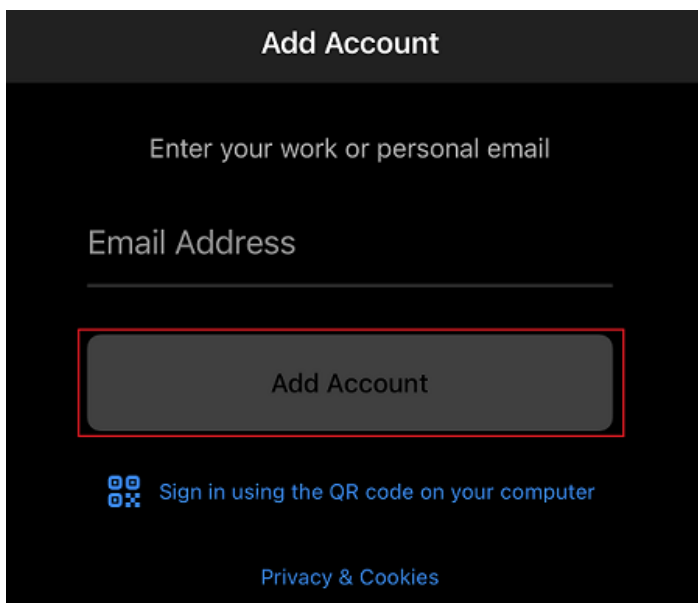
**Note:** Users can delete the current email account on their iPhone/iPad by tapping **Settings**, then **Mail, Contacts, and Calendars**. Tap the **Beaumont/Exchange** account, and then tap **Delete Account**.

How to Setup Microsoft Outlook App on Apple iOS Devices

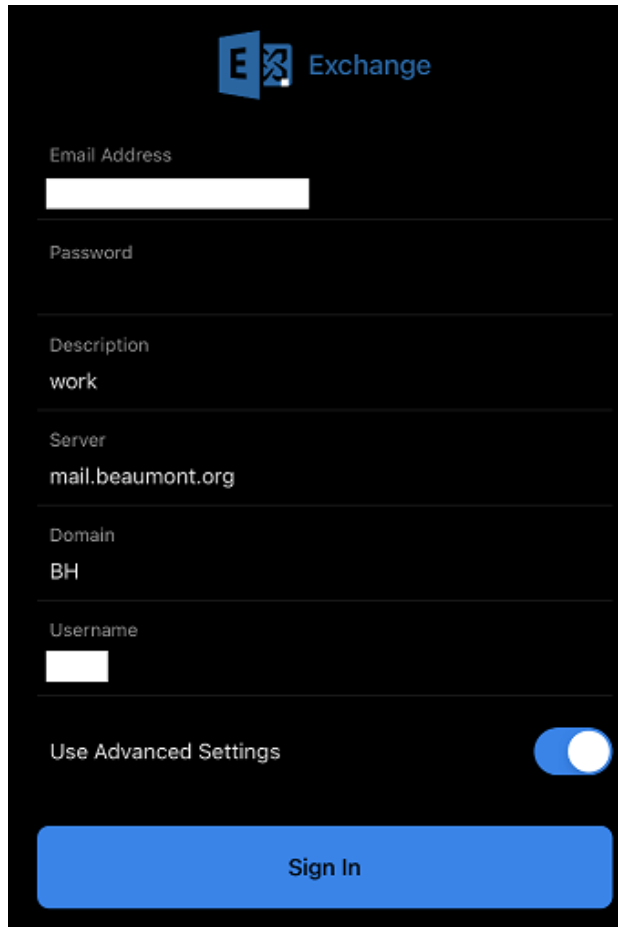
1. Search and download **Microsoft Outlook** in the App Store.



2. Open the Outlook application and type in Beaumont email address Tap **Add Account**.  
**Note:** Please use [firstname.lastname@beaumont.org](mailto:firstname.lastname@beaumont.org) (i.e. john.doe@beaumont.org). Do not use @contractor.beaumont.org or @beaumont.edu.



3. If prompted, enter **server** and **domain** info and click **Sign In**.
- Server: mail.beaumont.org
  - Domain: BH



The screenshot shows the Exchange mobile app's sign-in interface. At the top, the Exchange logo is displayed. Below it, there are several input fields: 'Email Address' (with a white text box), 'Password' (with a white text box), 'Description' (with the text 'work'), 'Server' (with the text 'mail.beaumont.org'), and 'Domain' (with the text 'BH'). There is also a 'Username' field with a white text box. A toggle switch for 'Use Advanced Settings' is turned on. At the bottom, there is a large blue button labeled 'Sign In'.

4. Enter your Beaumont network login password. Then tap **Sign in** or **Next**.



Please sign in using your  
@Beaumont.org  
email address.

← john.doe@beaumont.org

## Enter password

Password

[Forgot my password](#)

[Sign in with another account](#)

Sign in

5. The Outlook App should now be configured to receive email. Choose to Enable Notifications (optional).

**Enable Notifications**

Outlook uses notifications as a way to make sure your inbox is always up-to-date. Disabling them might delay email delivery.

[No Thanks](#) [Turn On](#)