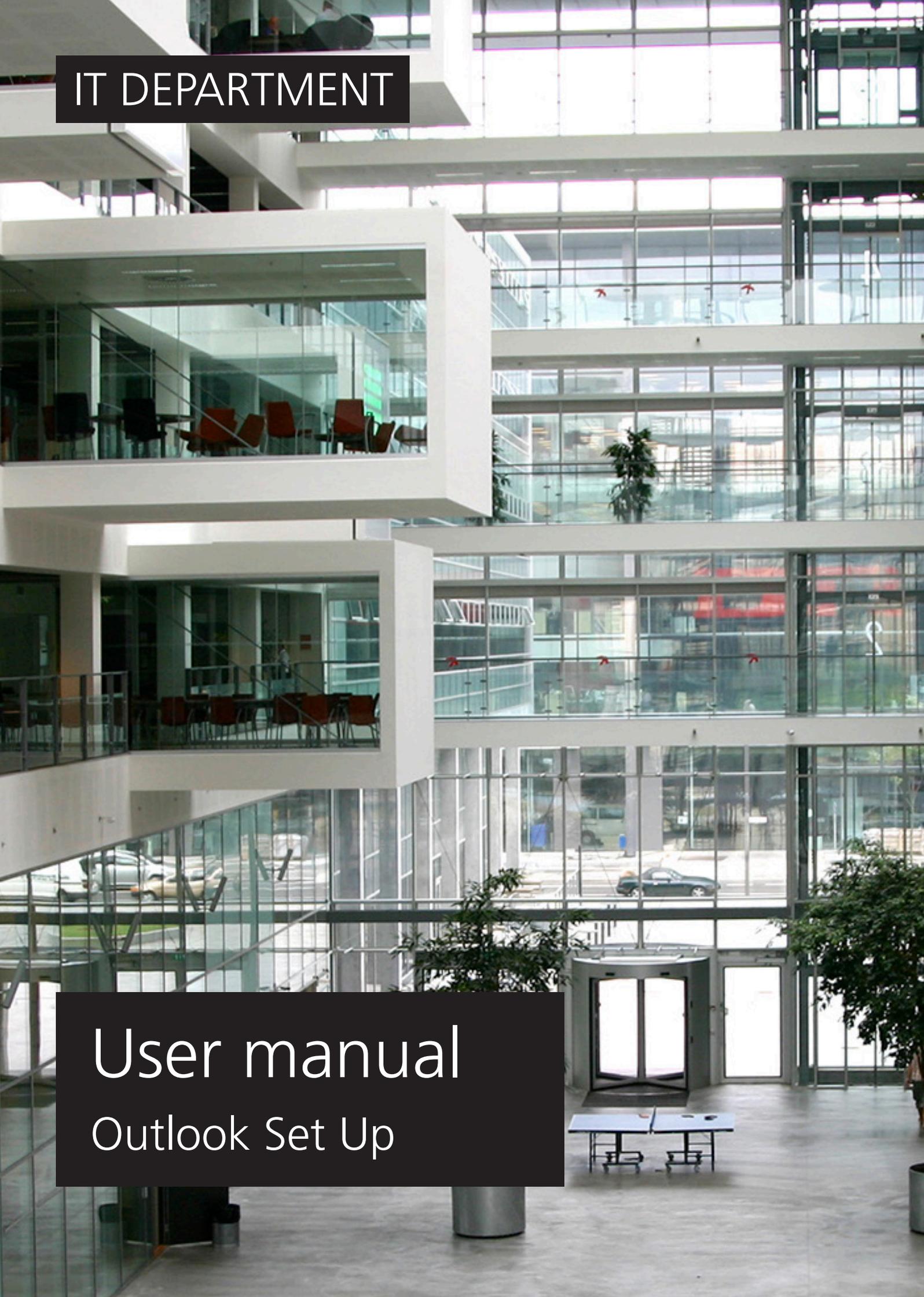


IT DEPARTMENT

User manual
Outlook Set Up



User manual

A guide on how to install and set up Outlook on a smart phone

© IT Department at the IT University of Copenhagen
Rued Langgaards Vej 7
2300 Copenhagen S

All rights reserved.

IT DEPARTMENT

1

Download
the app

1.1

Search for the Outlook application and download it for your device.

Android: Play Store

iPhone: App Store

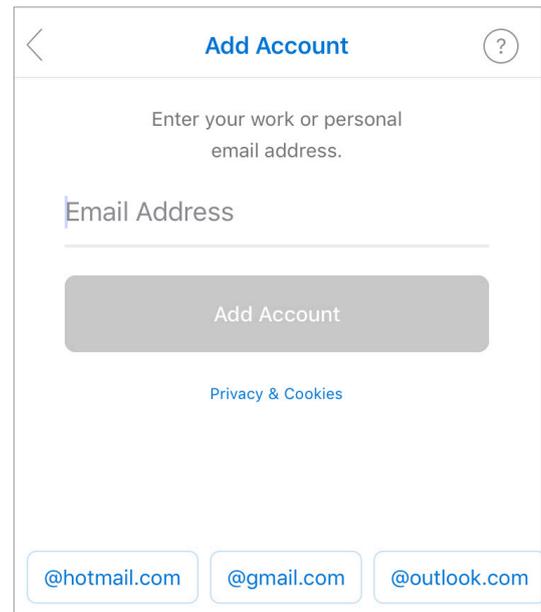


2

Set up
account

2.1

Open the application to get started.



< Add Account ?

Enter your work or personal email address.

Email Address

Add Account

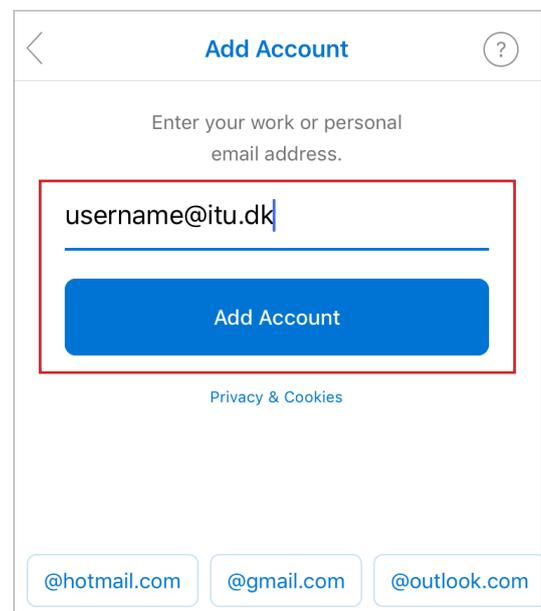
Privacy & Cookies

@hotmail.com @gmail.com @outlook.com

2.2

Insert your ITU username and remember the @itu.dk.

Click "Add Account".



< Add Account ?

Enter your work or personal email address.

username@itu.dk

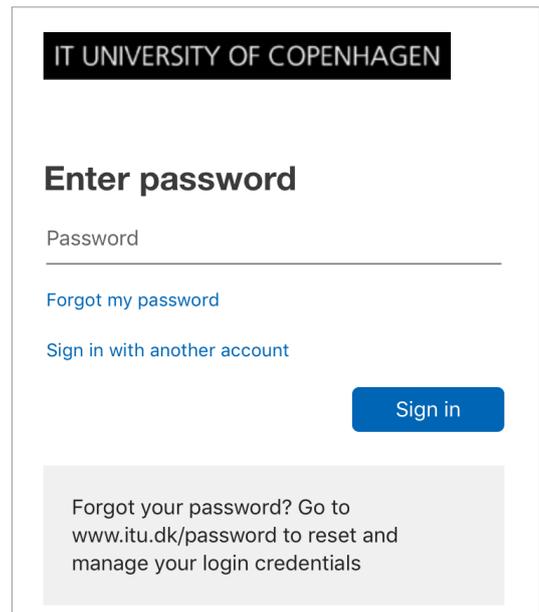
Add Account

Privacy & Cookies

@hotmail.com @gmail.com @outlook.com

2.3

You will be recognised as having an ITU account, and be led to this screen.



IT UNIVERSITY OF COPENHAGEN

Enter password

Password

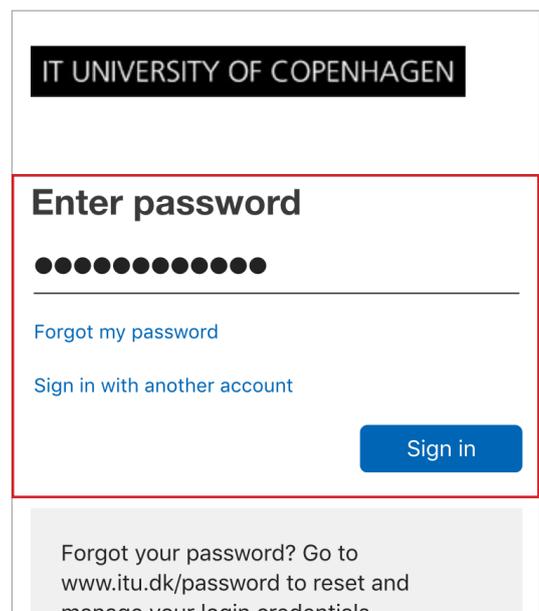
[Forgot my password](#)

[Sign in with another account](#)

Forgot your password? Go to www.itu.dk/password to reset and manage your login credentials

2.4

Enter your password and click "Sign in".



IT UNIVERSITY OF COPENHAGEN

Enter password

●●●●●●●●●●

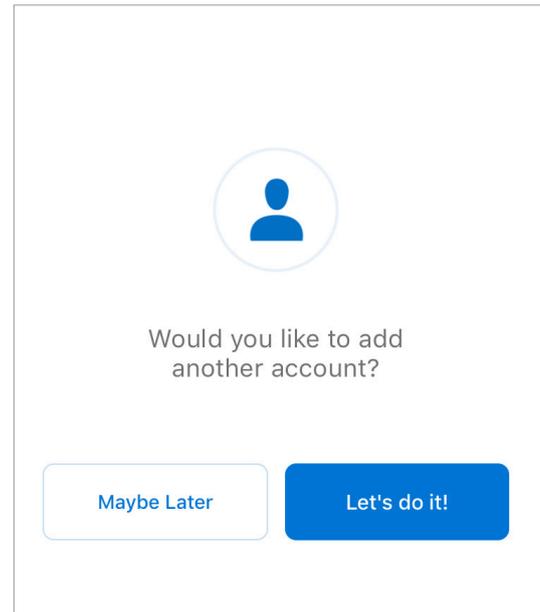
[Forgot my password](#)

[Sign in with another account](#)

Forgot your password? Go to www.itu.dk/password to reset and manage your login credentials

2.3

If you wish to set up another account you can do so, else click "Maybe Later" to finish your set up.



IT DEPARTMENT

IT University of Copenhagen
Rued Langgaards Vej 7
2300 Copenhagen S

Opening hours:
Monday - Friday
10 AM to 13 PM
Wing 2C

it@itu.dk