1. From the **Home** screen, launch the **Outlook** app (after downloading it). On the first screen, tap **Get Started**.

2. Type in your email address (firstname.lastname@utoronto.ca) and tap **Add Account**. You will see a **Weblogin** page where you can login using your UTORid and password.

3. When asked if you would like to add another account, tap **Maybe Later**.

4. Swipe though the information screens. You will be taken to your **Inbox**.