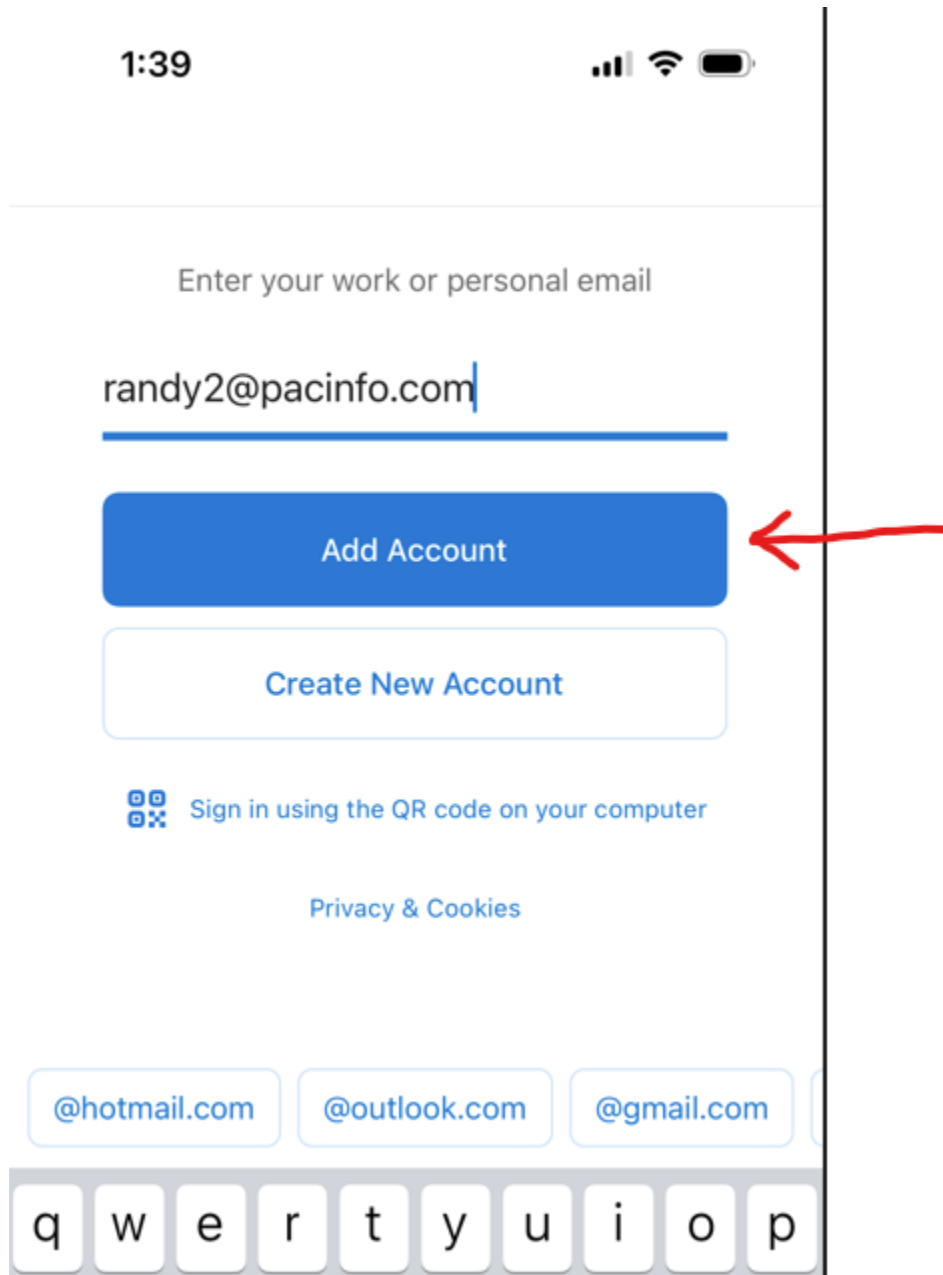


## Setting up Outlook app on a phone

Outlook is a free app that you can get from the Apple App Store or the Google Play Store.

The first time you open the outlook app, it will bring you to this screen.

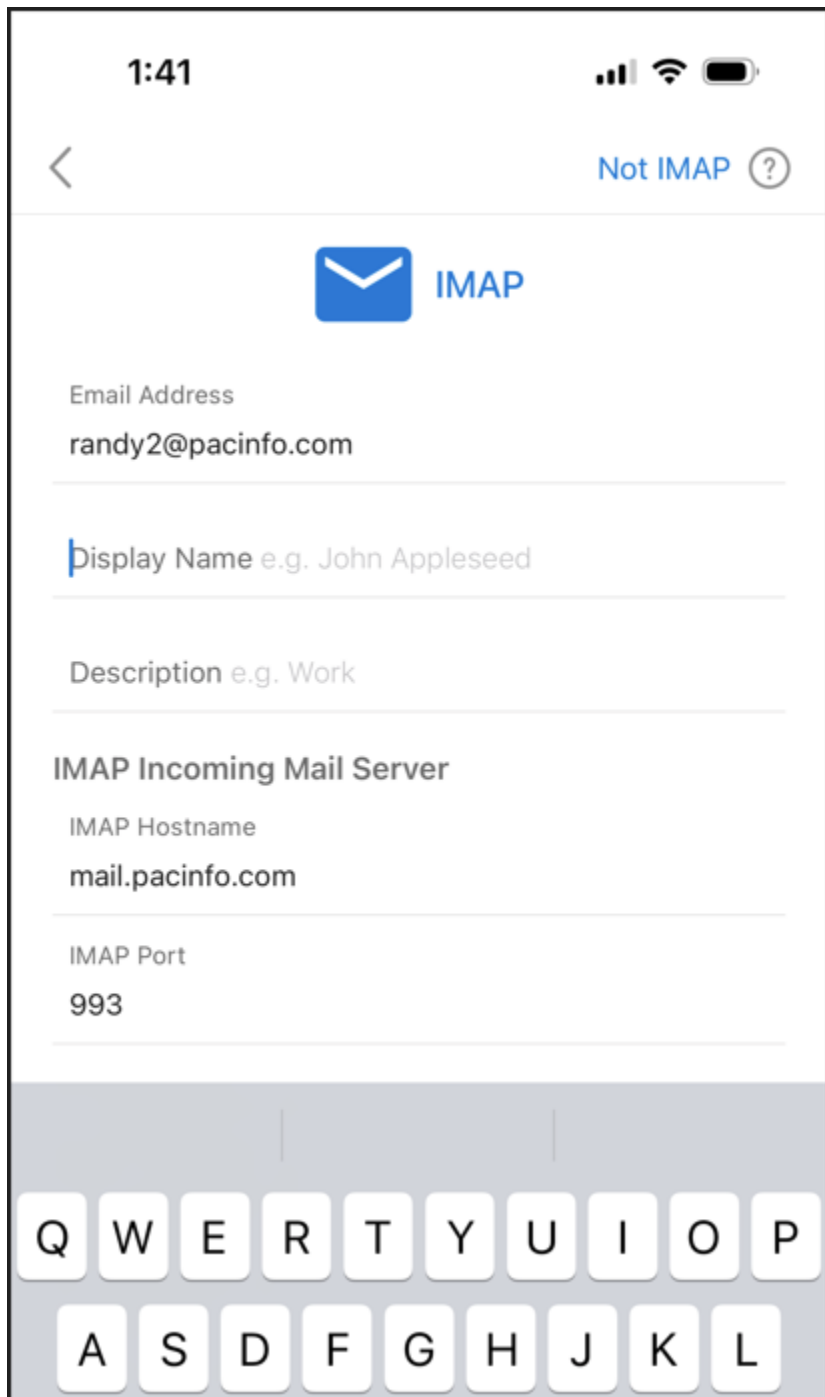
Enter your email address and tap “Add Account”. It will work to find the right settings and often it can figure out most of it. Then it will take you to the next screen where you can adjust things.



Enter the name you want to go with your email address, and you can enter a description of the account so you can tell it apart from any other accounts you might add to the app.


It should show "mail.pacinfo.com" as the IMAP host name and 993 as the port.

Scroll down and you can see the rest on the next page.



1:41 Signal strength Wi-Fi Battery

< Not IMAP ?

 **IMAP**

Email Address  
randy2@pacinfo.com

Display Name e.g. John Appleseed

Description e.g. Work

**IMAP Incoming Mail Server**

IMAP Hostname  
mail.pacinfo.com

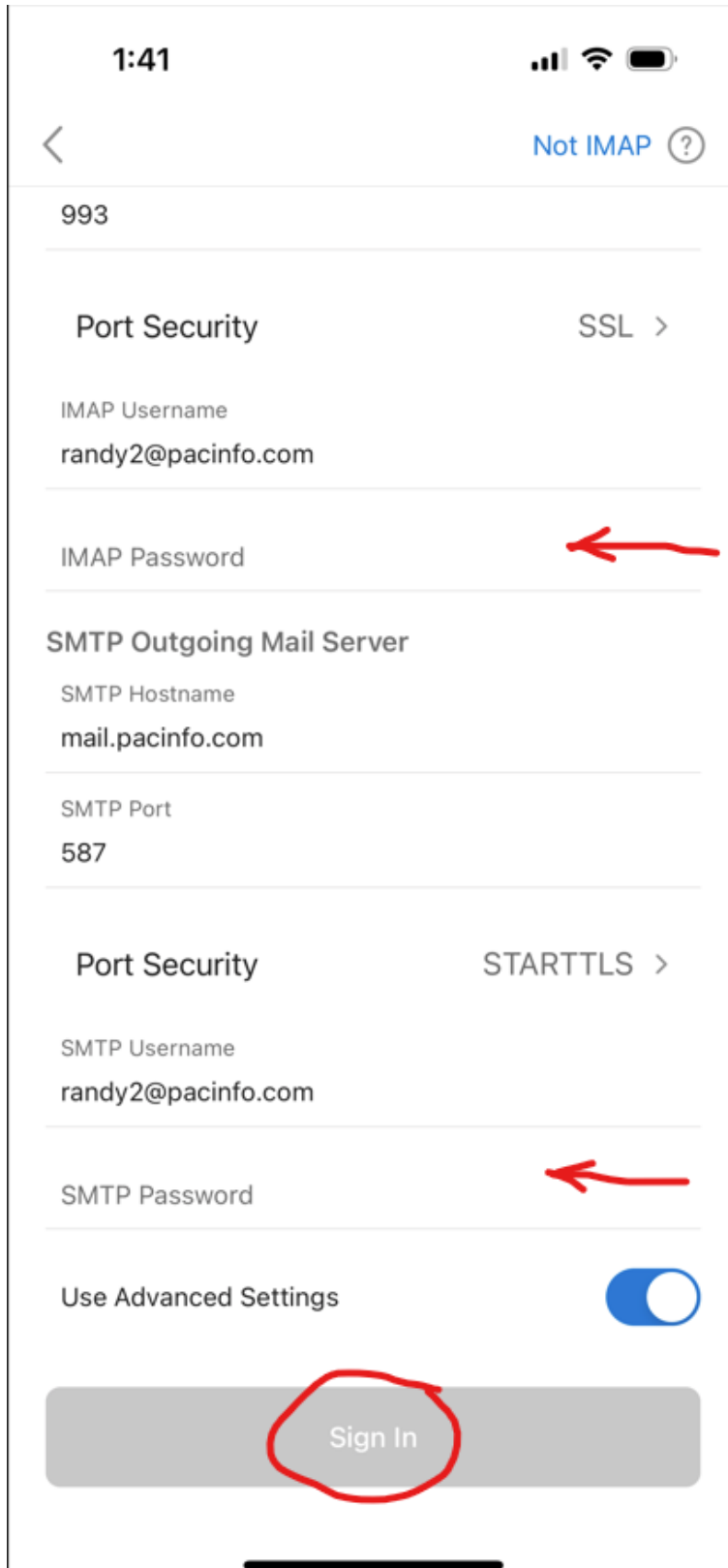
IMAP Port  
993

Q W E R T Y U I O P  
A S D F G H J K L


Enter your email password for both the IMAP server part and the SMTP server part.


Make sure the other settings match the screenshot and click “Sign in” at the bottom.

It will verify the settings, and as long as they are correct, it will continue to the next screen. Otherwise, you will have the opportunity to make changes.



Outlook will let you know it gets diagnostic information. Some is required, and some that is optional. You can accept or decline and it doesn't affect how the program runs.

1:43 




### Your Data, Your Way


We've updated Outlook's privacy settings to let you know what data we collect and how we use it. When you entrust your data to Office, you remain the sole owner of that data.

We collect required diagnostic data to keep your apps secure, up-to-date, and performing as expected on the device it's installed on.

[Learn more](#)

Next

1:43 



### Getting Better Together

We'd like additional diagnostic and usage data sent to us. It's how we continue to improve. None of this data includes your name, email content, or information about apps unrelated to Office.

**Do you want optional diagnostic and usage data about your Outlook and Office experience sent to Microsoft?**

[Learn more](#)

Accept

Decline

Then you can continue to outlook and optionally add another account.

If you tap “maybe later” then it will take you to your inbox display and you should be all set to send and receive email in the Outlook app.

