

Microsoft has announced plans to retire the OWA phone app.

If you use this app on your phone, you will need to download a different app to access your Newton City Email, called Outlook for iOS or Android.

Here are step by step instructions for setting up Email access on your iPhone or Android:

****FIRST:** please update your phone to the latest version before beginning. This is done in Settings, General, Software Update

Set up in Android:

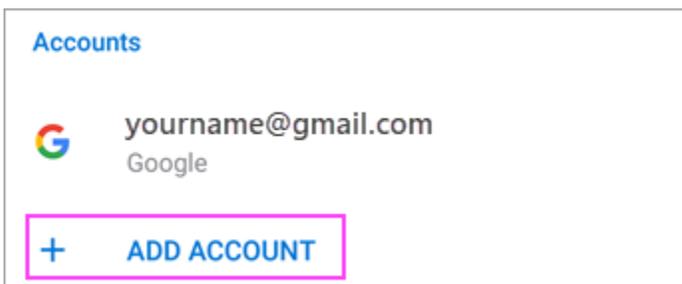
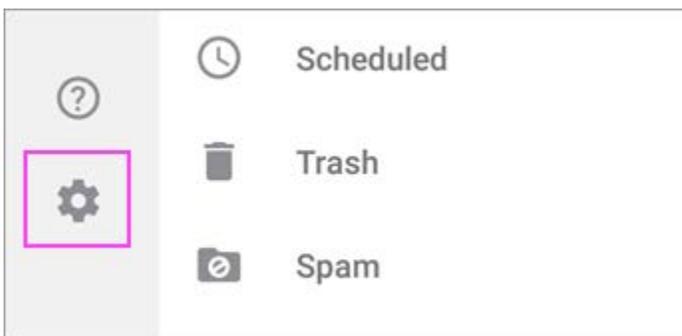
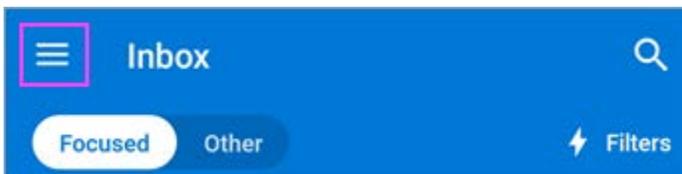
[Download Outlook for Android](#) and then open the app. The icon looks like this:



1

Tap **Get Started** if it's your first time.

Otherwise, open the **Menu** and tap **Settings > Add Account > Add Email Account**.



2

Enter your full email address (MSmith@newtonma.gov), then tap **Continue**.

Add account ?

Enter your work or personal email address.

yourname@yourdomain.com

Microsoft might email you about the Outlook Mobile App. You can unsubscribe at any time. View our Privacy Policy.

@live.com @msn.com @hotmail.com @outlook.com

CONTINUE >

3

Enter your email account password and tap **Sign In** or **Next**.

Note: The sign in screen may look different for you depending on your email provider.

Microsoft

yourname@yourdomain.com

Enter password

Password

Back Sign in

4

If you're using an Office 365 work or school account, your IT admin may have set additional policies. If you see these prompts, tap **Activate** and **Activate** again.



Outlook Device Policy

youname@yourdomain.com requires Outlook to be activated as a device administrator to ensure security requirements are met for your account.

Activating administrator will allow Outlook to perform the following operations:

- **Set password rules**
Control the length and the characters allowed in screen-unlock passwords.
- **Monitor screen-unlock attempts**
Monitor number of incorrect passwords entered when unlocking screen, and lock phone or erase all phone data if too many incorrect passwords are entered.
- **Lock the screen**
Control how and when the screen locks.
- **Set storage encryption**
Require that stored app data be encrypted.

CANCEL

ACTIVATE

Outlook may request permission to access your calendar, contacts, etc. Tap **Yes** or **Allow**.

You're now ready to use Outlook for Android! Please delete the OWA App.



Set up in iOS:

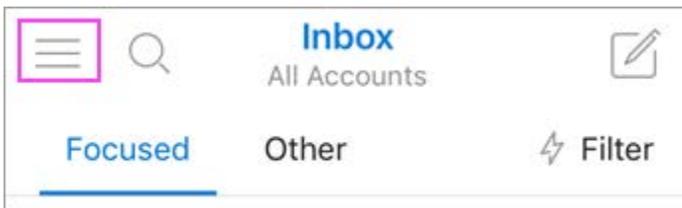
Open **Outlook for iOS**. The icon looks like this:



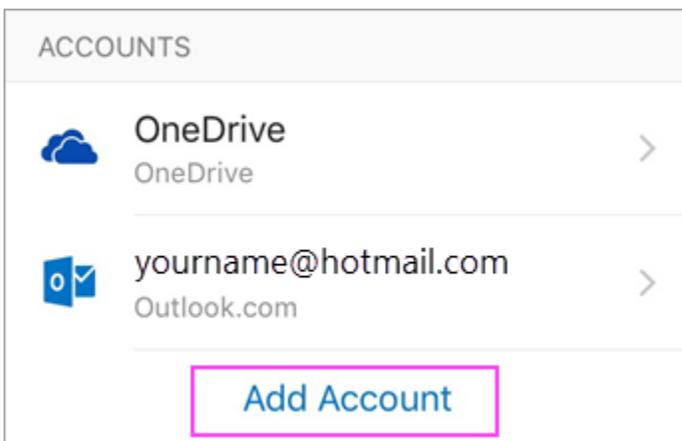
If you don't have it yet, [download it from the Apple Store](#).

First time using Outlook for iOS? Just tap **Get Started**.

If not, tap the menu icon the upper left corner.



Tap **Settings**  > **Add Account** > **Add Email Account**.



Type your full email address (MSmith@newtonma.gov, then tap **Add Account**.

×

Add Account

?

Enter your work or personal email.

yourname@yourdomain.com

Add Account

Enter your email account password and tap **Sign In**.

Microsoft

yourname@yourdomain.com

Enter password

Password

Sign in

[Forgot my password](#)

Tap **Yes** or **Allow** to give Outlook permission to sync calendar, contacts, etc.

You can change these application permissions at any time in your account settings.

Outlook

[Privacy & Cookies](#) [Terms](#)

Yes No

Swipe through the intro and you're now ready to use Outlook for iOS! Please delete the OWA App.