

Setting up your TRU email in the Outlook App

Downloading the app

Before you setup your TRU email in the Outlook app on your phone you will need to download Outlook from your app store:

iPhone: Go to the App Store on your phone, search for “Outlook” and install the app.

Android: Go to the Play Store, search for “Outlook” and install the app.

Setting up your email

1. Now that you have installed the Outlook app, open it and you will be greeted with a screen that says, “Welcome to Outlook”. Click on the blue button to move to the next step.
2. The next screen may already have your TRU email listed, if that is the case ensure there is a checkmark beside your email and click continue, otherwise enter your TRU email address and click continue.

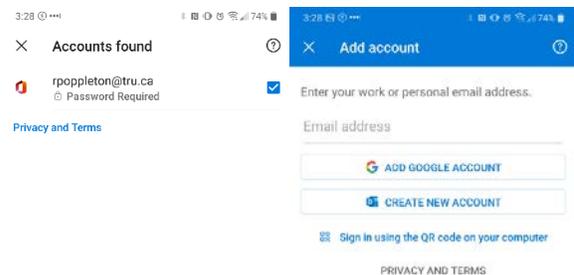


Welcome to Outlook

Bring all your emails, contacts, files
and calendars together.

1 ACCOUNT FOUND

CREATE NEW ACCOUNT

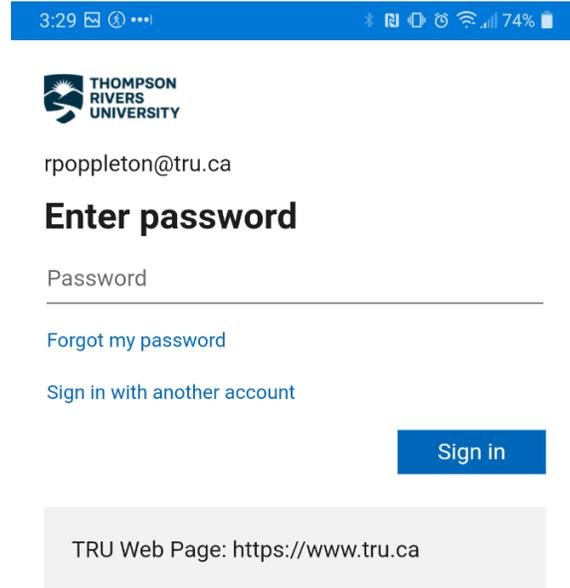


CONTINUE

SKIP THIS ACCOUNT

CONTINUE >

- Next you will be asked to enter your password, enter your regular email password and click "Sign In".



3:29 74%

 **THOMPSON
RIVERS
UNIVERSITY**

rpoppleton@tru.ca

Enter password

Password

[Forgot my password](#)

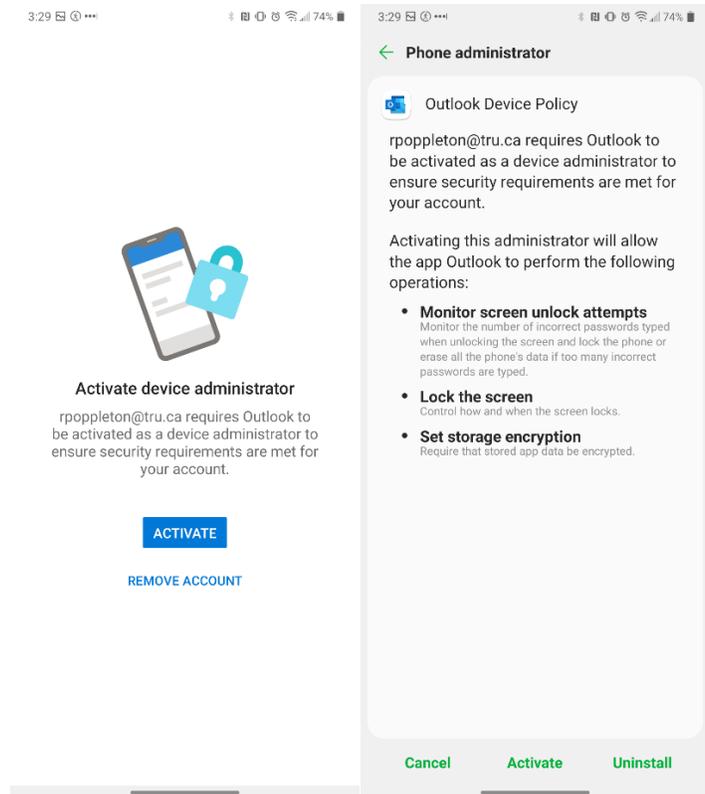
[Sign in with another account](#)

Sign in

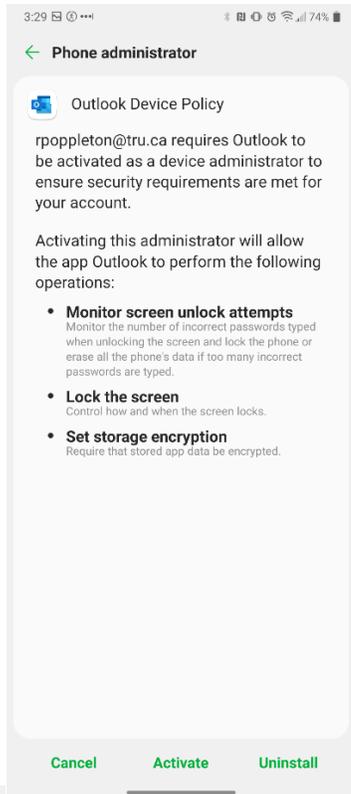
TRU Web Page: <https://www.tru.ca>

- After Signing in you will be given the screen to the right, click "Activate", then click "Activate" again on the screen that follows it.
- Your TRU email has now been added to the Outlook app on your phone.

If you have any trouble adding your email to the Outlook app on your phone please contact the IT service Desk either by phone at 250-852-6800, or by email at ITServiceDesk@tru.ca, and be sure to include your phone model in the email.



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Phone administrator

 Outlook Device Policy

rpoppleton@tru.ca requires Outlook to be activated as a device administrator to ensure security requirements are met for your account.

Activating this administrator will allow the app Outlook to perform the following operations:

- Monitor screen unlock attempts**
Monitor the number of incorrect passwords typed when unlocking the screen and lock the phone or erase all the phone's data if too many incorrect passwords are typed.
- Lock the screen**
Control how and when the screen locks.
- Set storage encryption**
Require that stored app data be encrypted.

Activate device administrator

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ACTIVATE

[REMOVE ACCOUNT](#)

Cancel Activate Uninstall