

### How to set up email on Apple iOS Devices

1. Go to [Settings](#), then [Passwords & Accounts](#)
2. Tap [Add Account](#), then select [Microsoft Exchange](#)
3. Enter your [CTS Email](#) and a name for this account under [Description](#)
4. Press [Next](#)
5. Press [Sign in](#)
6. This will take you to CTS's SSO login. Login with your CTS [username](#) and [password](#)
7. Select what Outlook features you would like to sync to your phone. At the minimum, you need to have [Mail](#) on
8. Press [Save](#)

### How to Set up Email on Android Devices

1. Go to [Email App](#)
2. Select [Office365](#)
3. Enter your [CTS Email](#)
4. This will take you to CTS's SSO login. Login with your CTS [username](#) and [password](#)
5. Select [Apply](#) under the [Apply Security settings](#)
6. On [Manual setup](#) page, select what options you want to sync
7. Press [Done](#)
8. Press [Activate](#)
9. Give this account [a name](#) and then press [Done](#)

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How to Set up Outlook to Your Mobile Device