



Download the Outlook app from iTunes or Google Play

1. Open the Outlook App
2. Select Settings
3. Select Add Account, Add Email Account
4. Enter your full email address
5. You will be re-directed to our UNA Production Systems login screen; enter your full UNA email address and portal password.
6. If prompted to “allow account to make settings changes on the phone,” you must accept in order for setup to complete properly.