

Ochsner LSU Email on Your Device – Outlook for iOS

Setup Ochsner LSU Email on your Device with Outlook

Step 1 - Installing Outlook for iOS

1. Visit the Apple App Store on iOS.
2. Search for **Outlook**. Tap **Install**.
3. Download and install **Microsoft Outlook** on your device. Wait for the install to finish completely before moving on to adding your account. Then tap **Open**.
4. When the app opens, tap **Get Started**.
5. Enter your email address. Tap **Add Account**.
6. Then you are redirected to the Ochsner LSU Portal to authenticate

Step 2 - Log in to the Ochsner LSU Portal (Sign-On Screen)

Your device will automatically re-direct your email setup to the Ochsner LSU Portal.

1. Enter your Ochsner LSU username and password, then tap **Sign On**.
2. Identity Verification - select a method such as one-time message to your phone number or answering your personal security questions. Tap **Continue**.
 - a. Confirm your phone number (if you selected SMS message) and tap **Continue**.
 - b. If you answered the questions, tap **Continue** when finished.
 - c. Select the button for “**Yes, I plan on using this computer to access my account in the future**”
 - d. Tap **Go**.
3. Once completed, you can view the Microsoft Outlook tips, or tap **Skip**.
4. When Microsoft Outlook asks for Notification permission, tap **Turn On**. Then tap **Allow**.

Step 3 – Finishing Outlook Setup

Your email, contacts, and calendar will download into Outlook for iOS.

Please be patient as this can take a while.

Contact the Service Desk (504-842-3610) if you require assistance.