

- 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.