



Tip Sheet for

How To Add A New Account On Your Phone Outlook App

If you access email on a mobile phone, below are instructions for how to add a new account to your Outlook App. These instructions are for the latest version of Android or IOS. For older versions, please call the Help Desk at 833-706-4513.

▪ Android

- Tap Settings
- Tap General and then tap Accounts
- Tap Microsoft Exchange ActiveSync
- Enter your email address and password
- Enter the ehealthtechnologies.com/username
- Tap OK

▪ IOS

- Tap on Settings
- Tap Passwords & Accounts
- Tap Add Account
- Tap Microsoft Exchange
- Enter your email address and description of 'eHealth email' - tap Next
- Click Sign In
- Enter your password – then tap Next
- Enter the server as outlook.office365.com and your username
- Select the types of account information you want to sync on this device

For support, please call the Help Desk at 833-706-4513.