

Using Outlook to Access Travis County Email on Mobile Devices

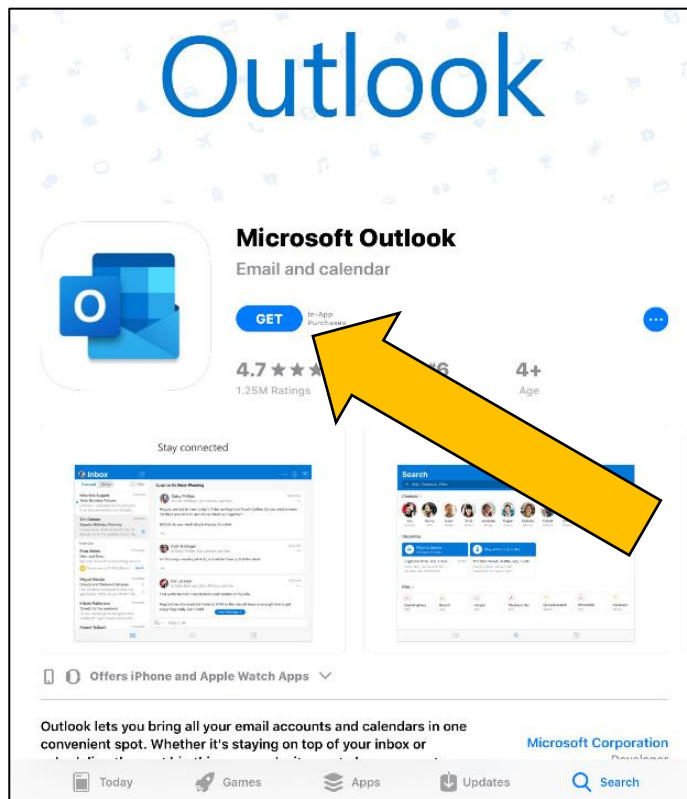
PLEASE NOTE: The screen shots below might vary slightly from what you see when enrolling, based on your device's operating system and settings.

Contents

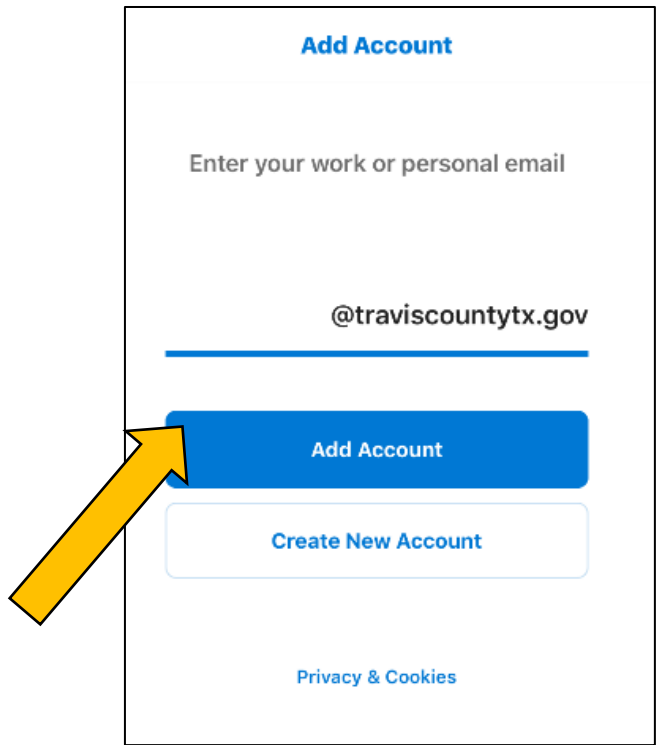
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iPhone

1. Open the App Store on your iPhone and **search for “Outlook”** – the full app name is “Microsoft Outlook.”
2. **Tap Get** to install Outlook on your phone.



3. Once installed, open the App. **Enter your email address** and **tap Add Account.**

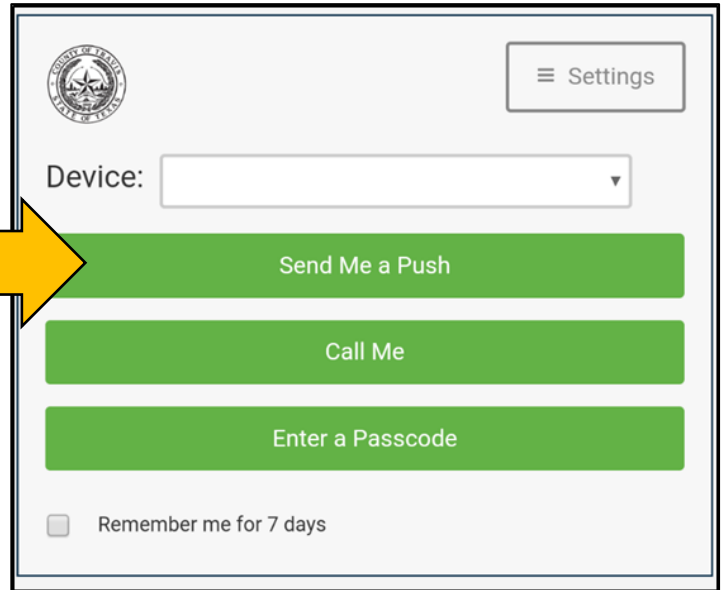


4. **Enter your Travis County password**, then **tap Sign In.**



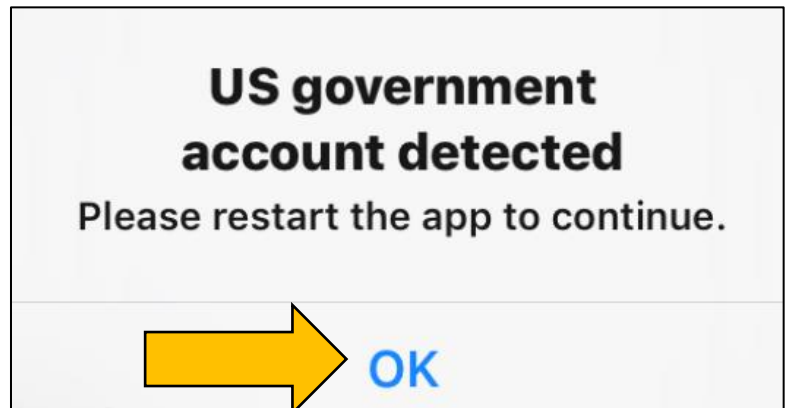
5. Once prompted by DUO (MFA), tap **Send Me a Push**.

Note: DUO options may vary depending on how you set up DUO.

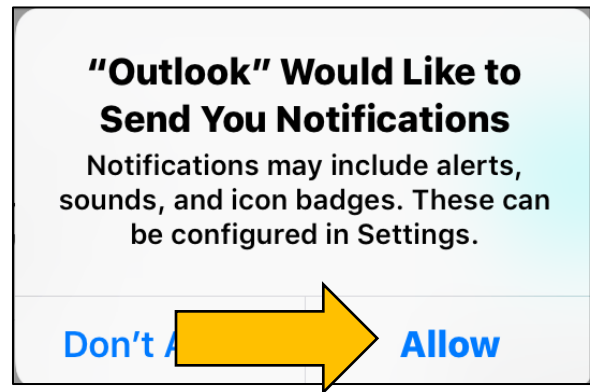
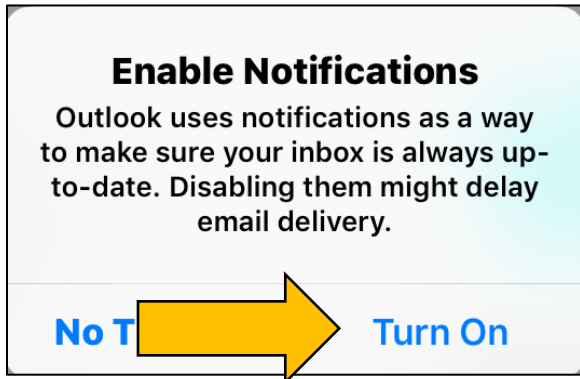


6. If you get a prompt that says “US government account detected,” tap **OK**.

Note: If the app closes after tapping OK, you will need to restart the app.



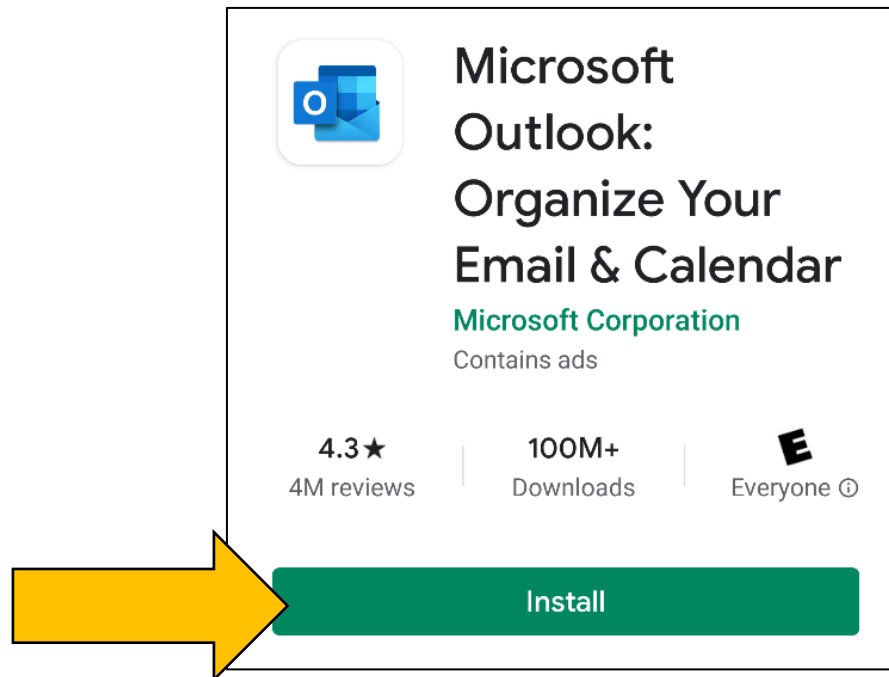
7. Before reaching your inbox, there will be a series of popup request Outlook will request to send you notifications.
 - a. Enable Notifications: **Tap Turn On**
 - b. Outlook would like to send you notifications: **Tap Allow**.



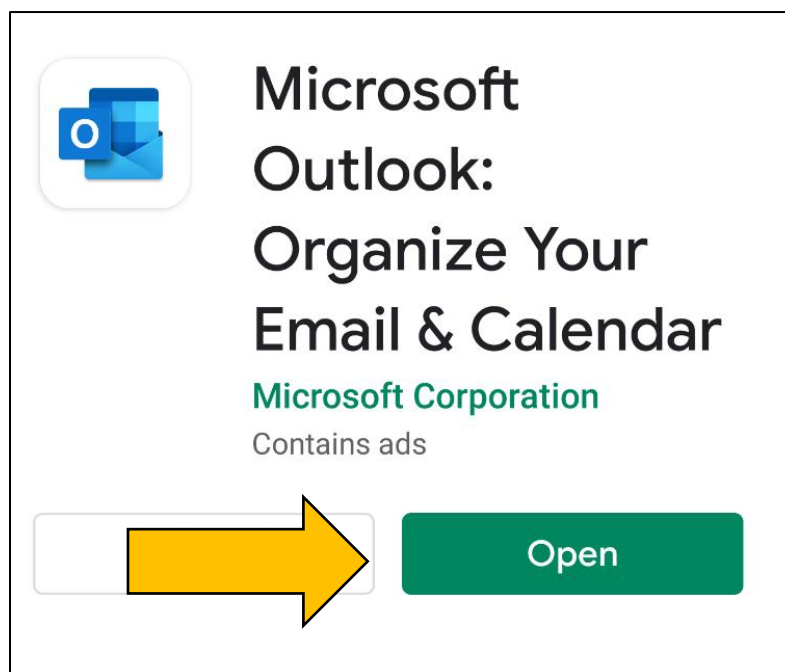
8. **That completes the registration process!** If your inbox is empty, just pull the page down to refresh.

Android

1. Go to the Google Play Store and **search for “Outlook”** – the full app name is “Microsoft Outlook: Organize Your Email & Calendar.”
2. **Tap Install** to download Outlook to your phone.



3. Once the installation is complete, **tap Open**.



4. Enter your email address and tap **CONTINUE**.

×

Add account

?

Enter your work or personal email address.

@traviscountytx.gov

ADD GOOGLE ACCOUNT

PRIVACY

CONTINUE >

5. Enter your Travis County password and tap **Sign In**.

TRAVISCOUNTYTX.GOV

@traviscountytx.gov

Enter password

Password

Forgot my password

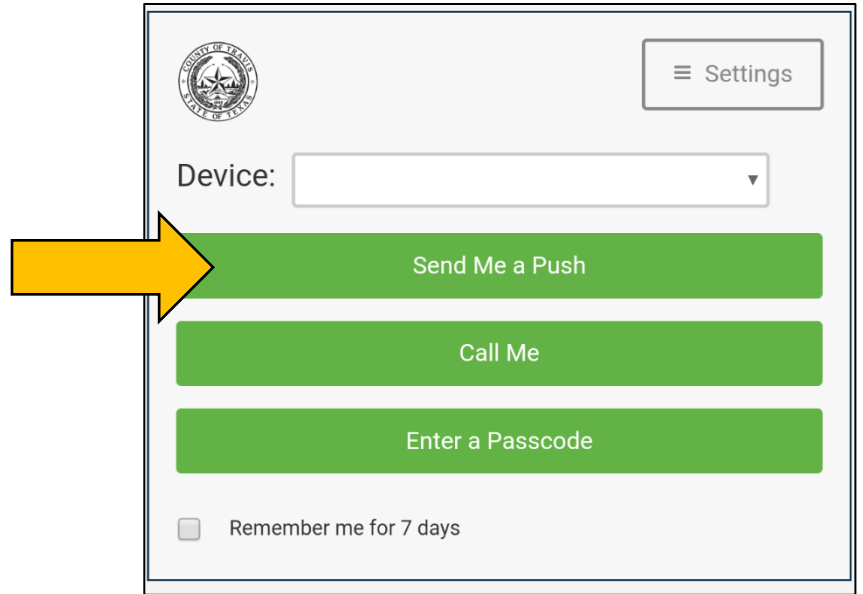
Sign in with another account

Sign in

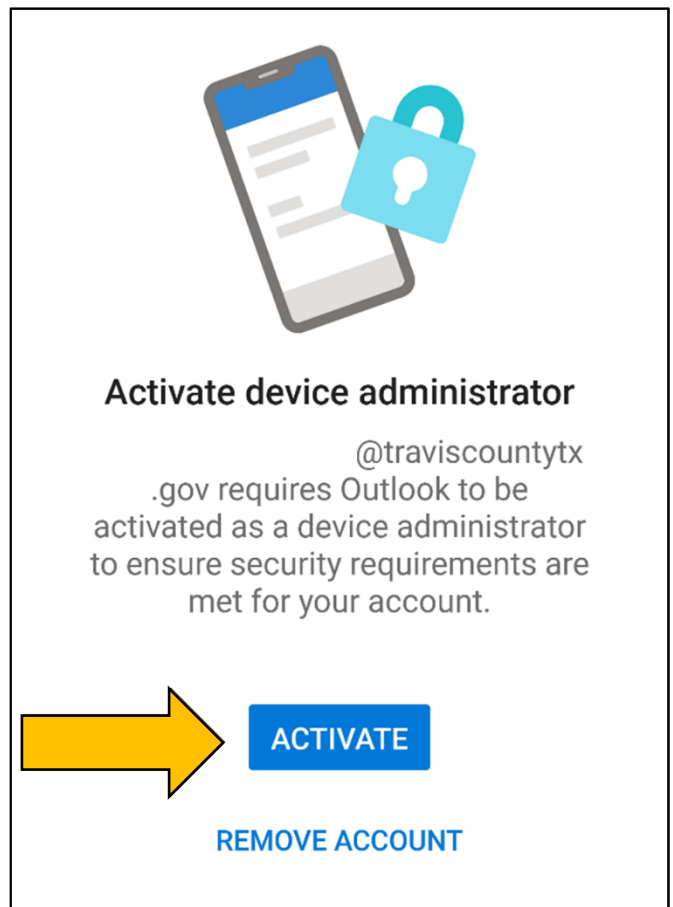
Welcome to the Travis County Office
365 Portal

6. Once prompted by DUO, tap **Send Me a Push**.

Note: DUO options may vary depending on how you set up DUO.




7. On the screen labeled *Activate device administrator*, tap **Activate**.



8. On the screen labeled *Phone Administrator*, read through the Policy and **tap Activate**.


Phone administrator

 Outlook Device Policy

@traviscountytexas.gov requires Outlook to be activated as a device administrator to ensure security requirements are met for your account.

Activating this administrator will allow the app Outlook to perform the following operations:

- **Set password rules**
Control the length and the characters allowed in screen-unlock passwords
- **Monitor screen-unlock attempts**
Monitor the number of incorrect passwords typed. when unlocking the screen, and lock the phone or erase all the phone's data if too many incorrect passwords are typed.
- **Lock the screen**
Control how and when the screen locks
- **Set storage encryption**
Require that stored app data be encrypted

 **ACTIVATE** **UNINSTALL**

9. **That completes the registration process!** If your inbox is empty, just pull the page down to refresh.