Accessing UD Email on a Phone or Computer

On Your Phone

1. Go to the Apple or Play store, depending on your devices OS, and click **GET** to download Microsoft Outlook App.

2. Once downloaded, click **Launch** to open the Outlook App.
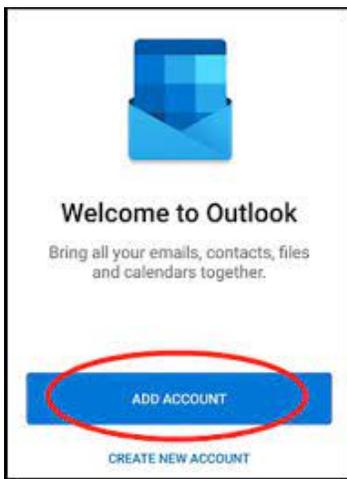
3. Click **Add Account.**

4. Enter your UD Email address. (For example if your name is John Smith, it would be Jsmith@dbq.edu)
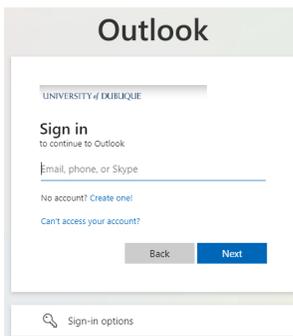
5. Click **Next**.
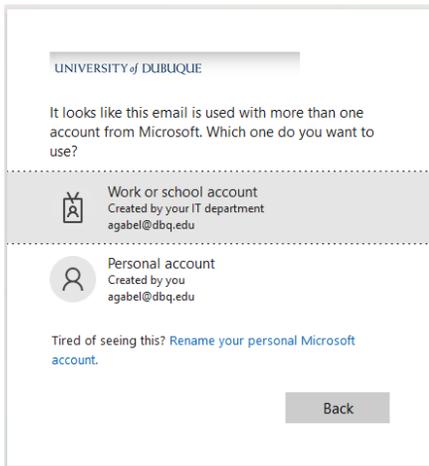
6. Select, "Work or school account."
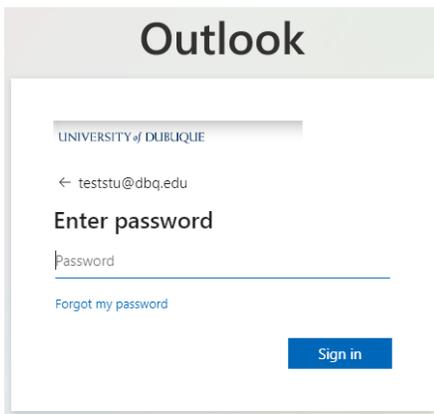
7. Enter your UD Password.

8. Click **Sign In**.

9. If Two-Factor Authentication has been set-up on this account the following screen will appear, if not you will be prompted to do so, refer to the *MFA Instructions* documentation at www.dbq.edu/tech.
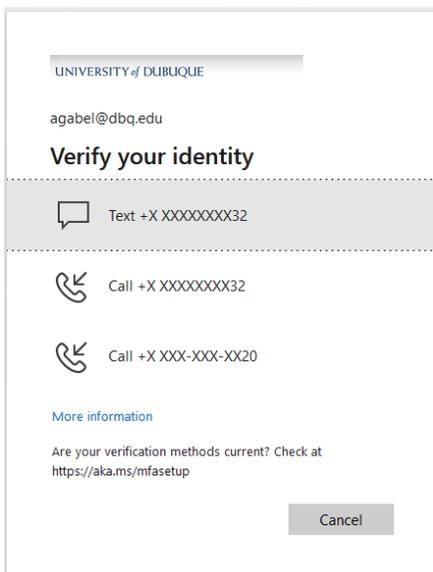
10. Choose which option to verify your identity either via text or phone. Once the account is verified via the chosen method then you will be directed to your UD email inbox.
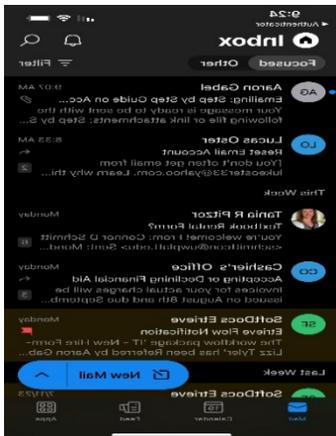
On Your Computer

1. Open your Internet Browser (Chrome, Firefox, Safari, Internet Explorer, Edge, etc.).

2. In the address bar at the top, type in **email.dbq.edu.**

3. Select, "Work or School account".
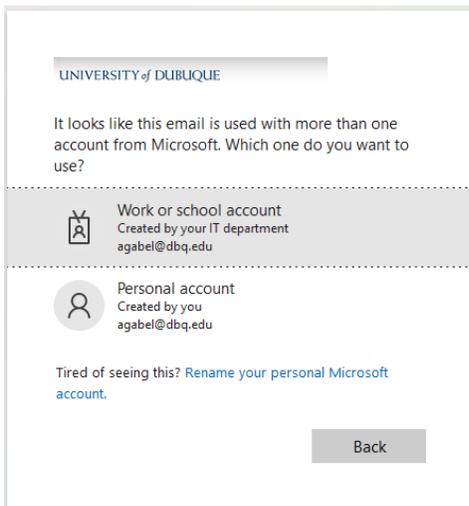
4. Enter your UD e-mail address.
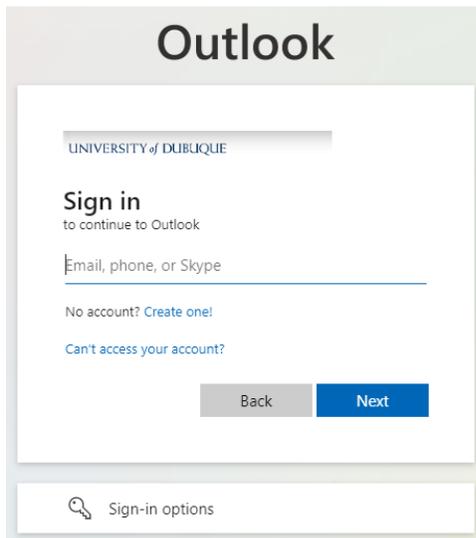
5. Click **Next.**

6. Enter your UD password.
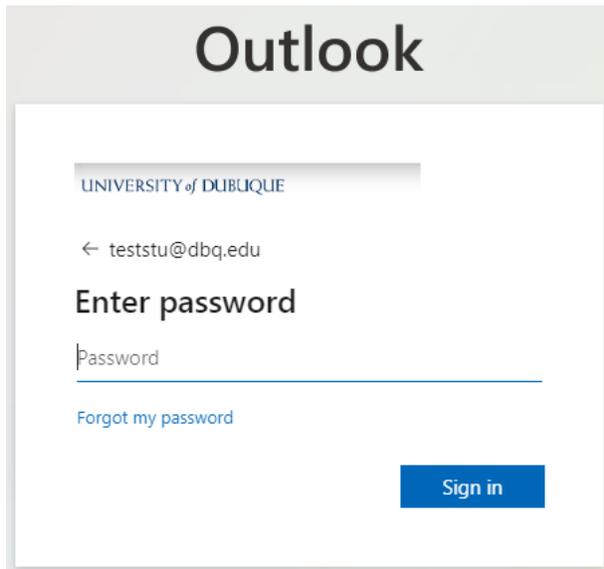
7. Click **Sign In**.

8. If it asks you to stay signed in and you do not want to re-type your information, click **Yes**.

11. If Two-Factor Authentication has been set-up on this account the following screen will appear, if not you will be prompted to do so, refer to the *MFA Instructions* documentation at www.dbq.edu/tech.
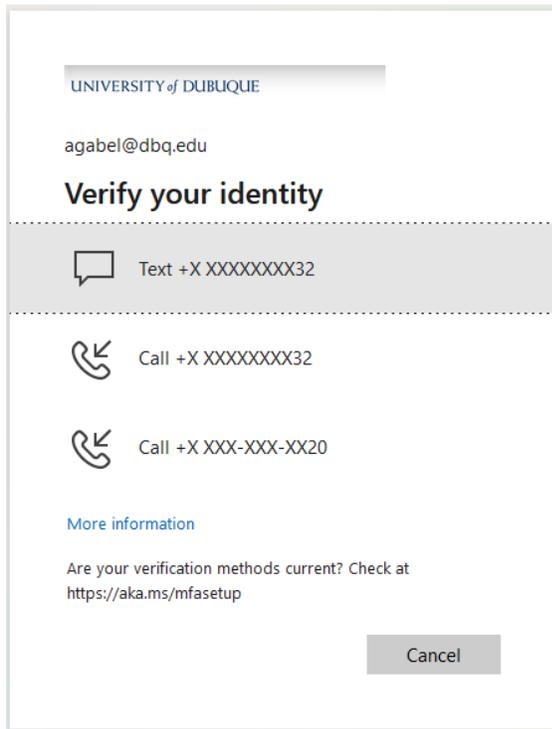
9. Choose which option to verify your identity either via text or phone. Once the account is verified via the chosen method then you will be directed to your UD email inbox.

10. Remember to log out by clicking the circle in the to right hand corner and click sign out.