Setting Up a Resource Account on an iOS Device

When you have been granted permissions to access a resource account, you can access the account’s mailbox and calendar in the Outlook Application for the IOS Devices. The following document walks you through accessing the resource account that you have been granted permission to access.

Note: Device display may vary depending on the OS version and the model of the device. This guide was developed utilizing a 7th generation iPad with iPadOS 14.4.2.

Opening a Resource Account Mailbox

The following explains how to open the resource account mailbox:

1. Open the Outlook App (See Figure 1).

2. Tap the top left Profile Icon to open the menu (See Figure 2).

3. Within the menu, tap the Settings Icon (See Figure 3).
4. Under Mail Accounts, tap **Add Mail Account** (See Figure 4).

![Figure 4: Tap Add Mail Account](image)

5. Tap **Add Shared Mailbox** (See Figure 5).

![Figure 5: Tap Add Shared Mailbox](image)
6. Enter the resource account’s credentials (See Figure 6).
7. Tap **Add Shared Mailbox** (See Figure 6).

**Open a Resource Account Calendar**

The following explains how to open a resource account calendar:

1. Tap the **Calendar Icon** in the bottom toolbar (See Figure 7).
2. Tap the top left **Profile Icon** to open the menu (See Figure 8).

![Figure 8: Tap Profile Icon](image)

3. Within the menu, tap the **Add Account** Icon (See Figure 9).

![Figure 9: Tap Add Account](image)
4. Tap **Add Shared Calendars** (See Figure 10)

![Figure 10: Tap Add Shared Calendars](image)

5. Type your Resource Account into the search field (See Figure 11).

6. Click the **Add Icon** adjacent to the Resource Account (See Figure 11).

![Figure 11: Search and Add Resource Account](image)