



### Prerequisites

Before you can check e-mail on a mobile device, please download the **Microsoft Authenticator** and **Microsoft Outlook** app, you must:

1. Download and install the **Microsoft Authenticator** app on your mobile phone.

**Google Android.** On your Android device, go to Google Play to download **Microsoft Authenticator** app.

**Apple iOS.** On your Apple iOS device, go to the App Store to download **Microsoft Authenticator** app.

2. Download and install the **Microsoft Outlook** on your mobile device.

**Google Android.** On your Android device, go to Google Play to download **Microsoft Outlook** app.

**Apple iOS.** On your Apple iOS device, go to the App Store to download **Microsoft Outlook** app.

### Setup Microsoft Authenticator

1. Click the link to setup **Microsoft Authenticator** for City of La Crosse
  - a. [Sign in to your account \(microsoftonline.com\)](https://microsoftonline.com)
  - b. Use your City of La Crosse **email address** and **password**
2. Watch this short video on how to setup your **Microsoft Authenticator** on your cell phone to use for **City of La Crosse**
  - a. <https://filecloud.cityoflacrosse.org/index.php/s/Lja8sPk9XnenifQ>

### Setup Microsoft Outlook app to access City of La Crosse e-mail

3. Watch this short video on how to setup email in **Microsoft Outlook** app and verification from **Microsoft Authenticator** to allow an employee to access City of La Crosse email from a mobile device
  - a. <https://filecloud.cityoflacrosse.org/index.php/s/bePGfLc6JAsRHqy>