



Australian Government
Defence



CadetNet M365

Using Microsoft Outlook App on your Mobile Help Guide

October 2025 - Version 1



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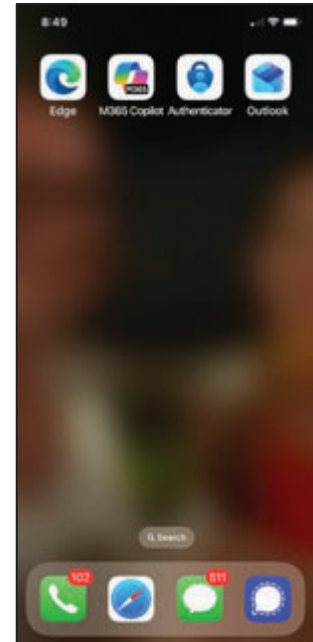
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How do I sign in to Microsoft Outlook on my mobile phone?

iOS

1. Before you get started you will need to load the following apps from the App Store

- Microsoft Authenticator
- M365 Copilot
- Microsoft Edge
- Microsoft Outlook

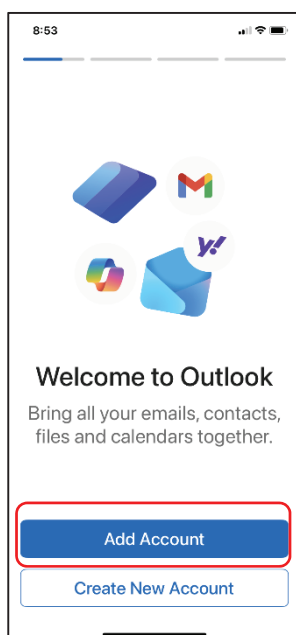


2. Do you have **Virtual Private Network (VPN)** activated?

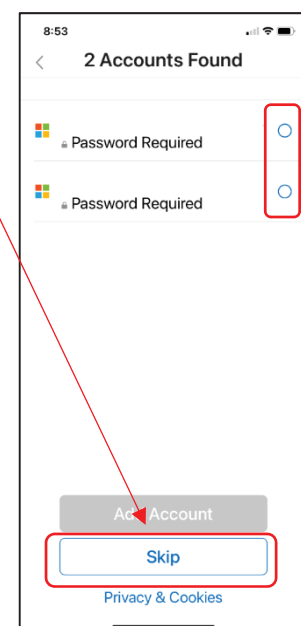
If no, please progress to **step 3**

If yes, you will now be required to deactivate your VPN to complete your outlook sign in. Once you have complete your Outlook signed in you can reactivate your VPN and ensure its set to Australia.

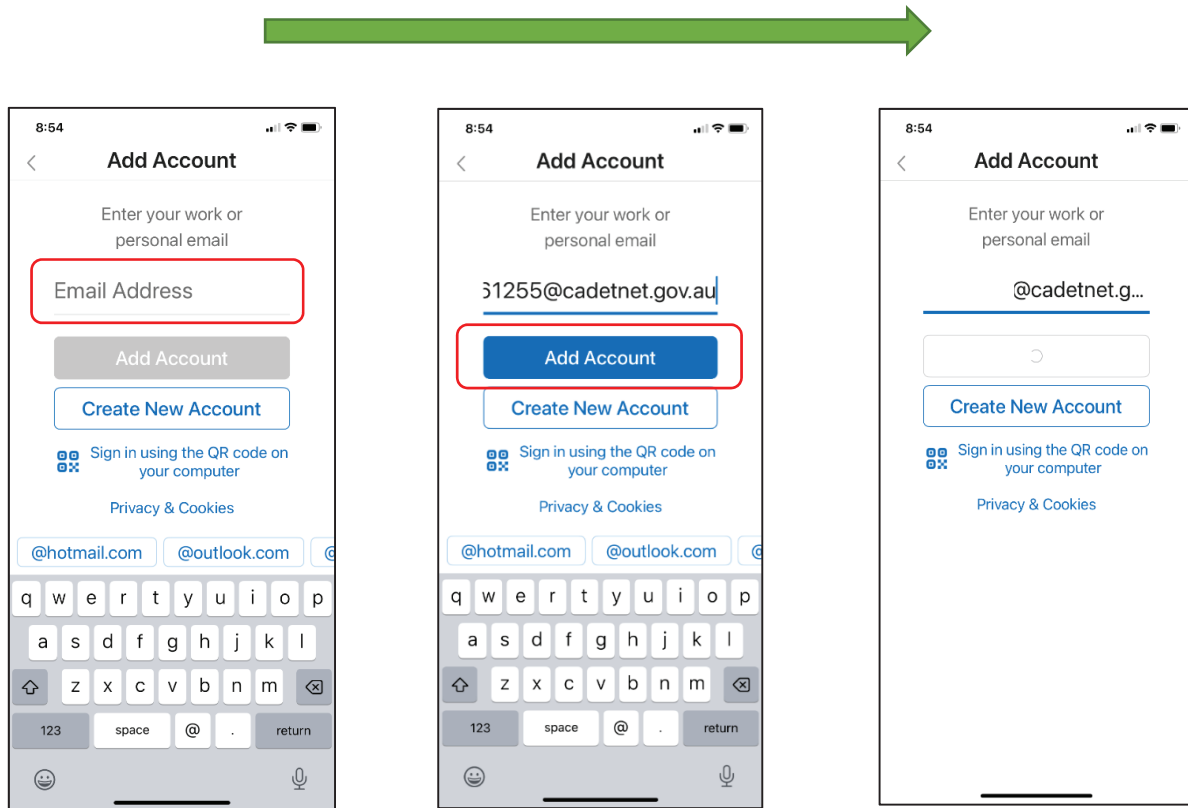
3. Once you have all four apps downloaded to your iOS, now open your Microsoft Outlook and select **Add Account**



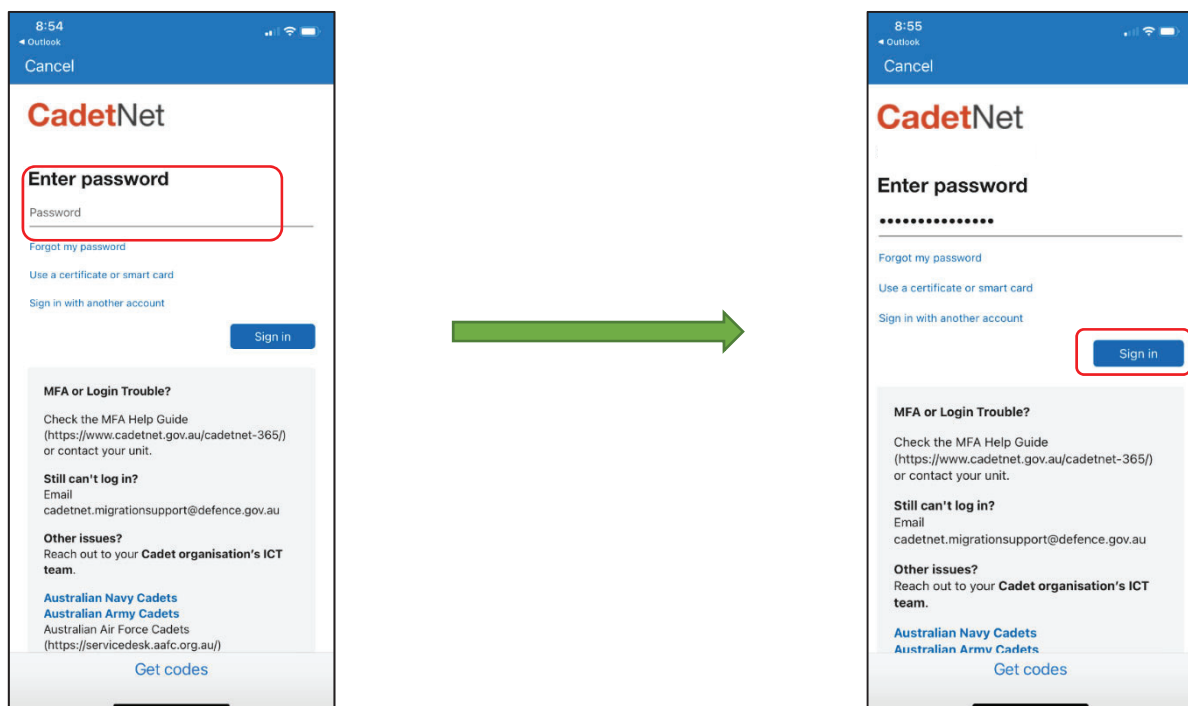
4. Unselect ticks in this screen that refer to other account e.g. personal or school account and select **Skip**



5. Enter your CadetNet UID or email address, then select **Add**



6. This will load your CadetNet Sign, here enter your **CadetNet Password** and select **Sign in**

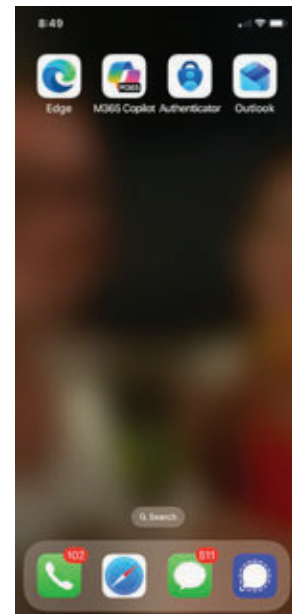


- This will initiate your MFA code, your mobile will now open your Microsoft Authenticator to enter your code and approve your login. Enter your code and select **Yes**



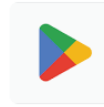
- Now restart you Microsoft application by selecting the application on your home screen and launch the application.

Note: Due to Privacy Policy the application will not allow screenshots within the Outlook application, you should now be able to view all your email within the application.



Android

1. Before you get started you will need to load the following apps from the Google Play Store

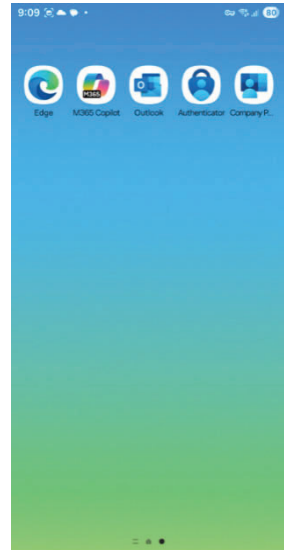


- Microsoft Authenticator
- M365 Copilot
- Microsoft Edge
- Microsoft Outlook
- Intune Company Portal

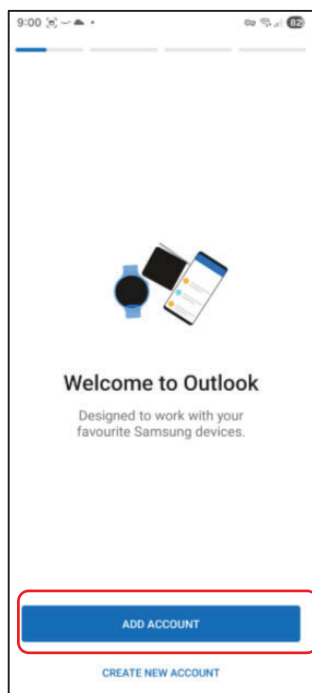
2. Do you have **Virtual Private Network (VPN)** activated?

If no, please progress to **step 3**

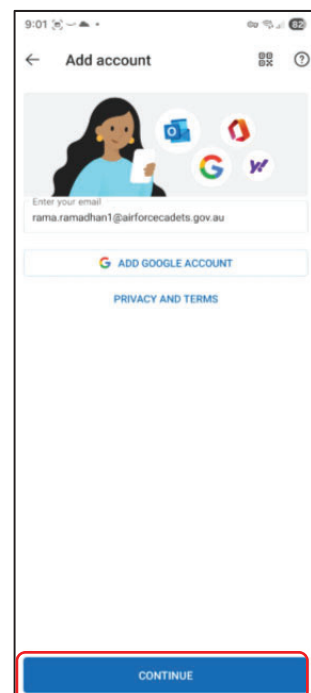
If **yes**, you will now be required to deactivate your VPN to complete your outlook sign in. Once you have complete your Outlook signed in you can reactivate your VPN and ensure its set to Australia.



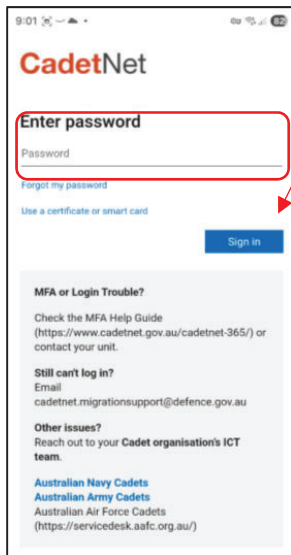
3. Once you have all five (5) apps downloaded to your Android, now open your Microsoft Outlook and select **Add Account**



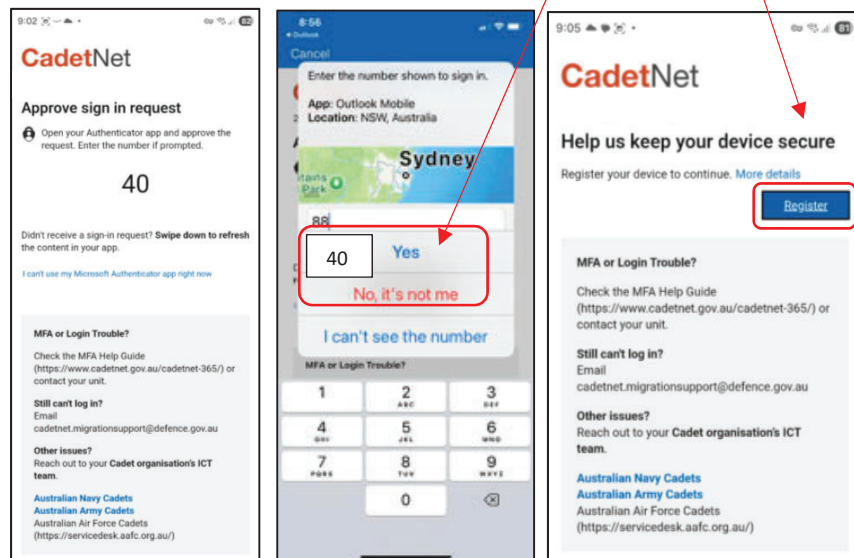
4. Select **Continue**



- This will load your CadetNet Sign, here enter your **CadetNet Password** and select **Sign in**



- This will initiate your MFA code, your mobile will now open your Microsoft Authenticator to enter your code and approve you login. Enter your code and select **Yes** then **Register**



- Microsoft Outlook will now launch on your Android device.

Note: Due to Privacy Policy the application will not allow screenshots within the Outlook application, you should now be able to view all your email within the application.

Outlook Mobile Application Functionality for ADF Cadet Users

Due to security and data protection requirements, Outlook mobile application user experience for ADF Cadet Users including Cadets, Cadet Staff and Cadet Supervisors.

Mobile Outlook Application Functionality for all Users		
Attach Document	✓ From OneDrive Only	✓ From OneDrive Only
Download Attachment	✗	✗
Copy and Paste	✗	✗
Share	✓ Links from OneDrive or SharePoint Only	✓ Links from OneDrive or SharePoint Only
Screenshot	✗ Blocked within the Outlook app for mobile	✗ Blocked within the Outlook app for mobile