Set up email in the Outlook for Android app

Purpose: Set up Office 365 email on android devices using the Outlook app.

Note: Turn off Wifi before you remove your old email exchange.

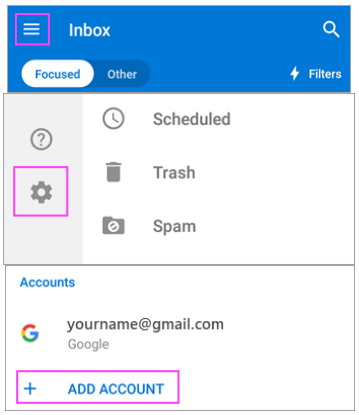
Note: Android mail apps may look different across different devices, and these directions may not exactly match the options you see. Use these steps as a guide or consult the manufacturer's help for your particular device.

Download Outlook for Android and then open the app. The icon looks like this:

1

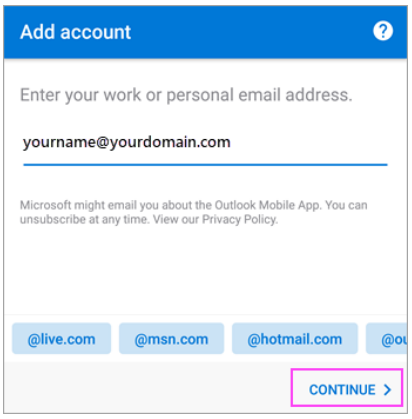
Tap **Get Started** if it's your first time.

Otherwise, open the **Outlook APP Menu** and tap **Settings** > **Add Account** >**Add Email Account**.



2

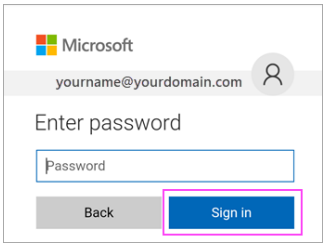
Enter your full email address, then tap **Continue**.



3

Enter your email account password and tap **Sign In** or **Next**.

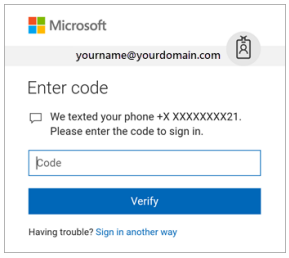
Note: The sign in screen may look different for you depending on your email provider.



4 *MFA (if needed)*

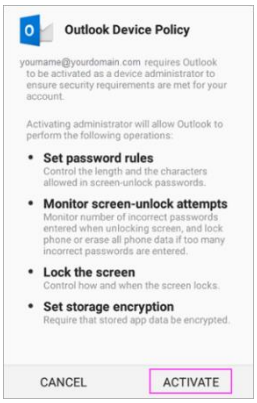
If 2-step verification is enabled, verify yourself using the method you set up (6-digit code, phone call, or Microsoft Authenticator app).

Note: If you're prompted to [Set up 2-step verification for Office 365](), it may be required by your IT admin.



5

If you're using an Office 365 work or school account, your IT admin may have set additional policies. If you see these prompts, tap **Activate** and **Activate** again.



6

Outlook may request permission to access your calendar, contacts, etc. Tap **Yes** or **Allow**.

You're now ready to use Outlook for Android!

Non-disclosure:
Contents of this report are for the express use of CUSTOMER. The information enclosed is considered proprietary and is the sole intellectual property of Run Business Solutions Inc. This information should not be shared outside CUSTOMER and will not be disclosed to any competitor.