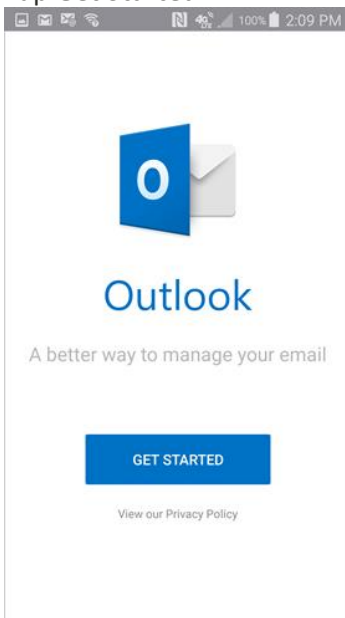


Set up email in Outlook app for Android – Office 365

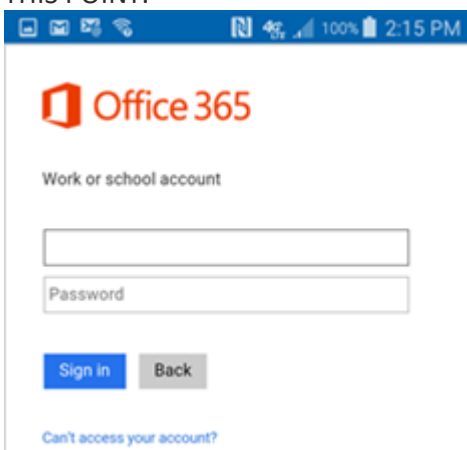
- 1) On your mobile device, go to the Google Play Store and install the Microsoft Outlook app.



- 2) Open the app after it is installed.
- 3) Tap **Get Started**.

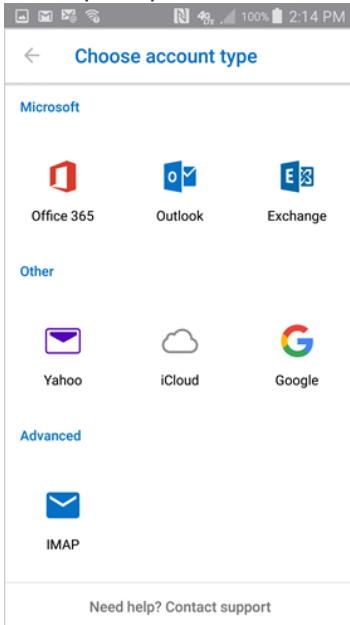


- 4) Enter your email address (name@company.co.uk) and then tap **Continue**. NO PASSWORD IS REQUIRED AT THIS POINT.

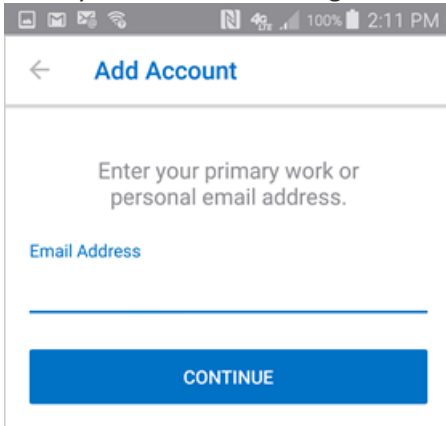


Set up email in Outlook app for Android – Office 365

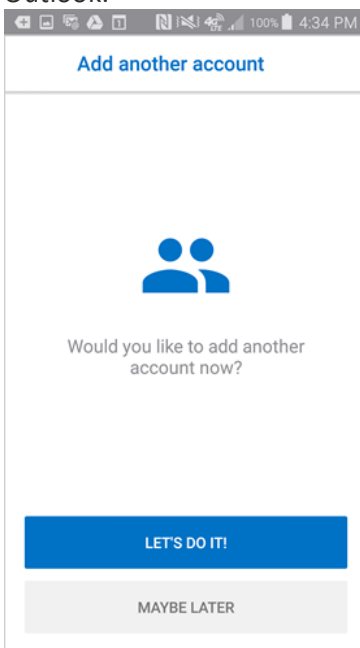
- 5) When prompted to choose an account type, tap **Office 365**.



- 6) Enter your email address again and tap **Sign In**.



- 7) You have the option to add another account. Tap **Maybe Later** to proceed to your Office 365 email in Outlook.



- 8) A few screens of help text are presented, which you can read or skip. Your Office 365 Inbox then displays.