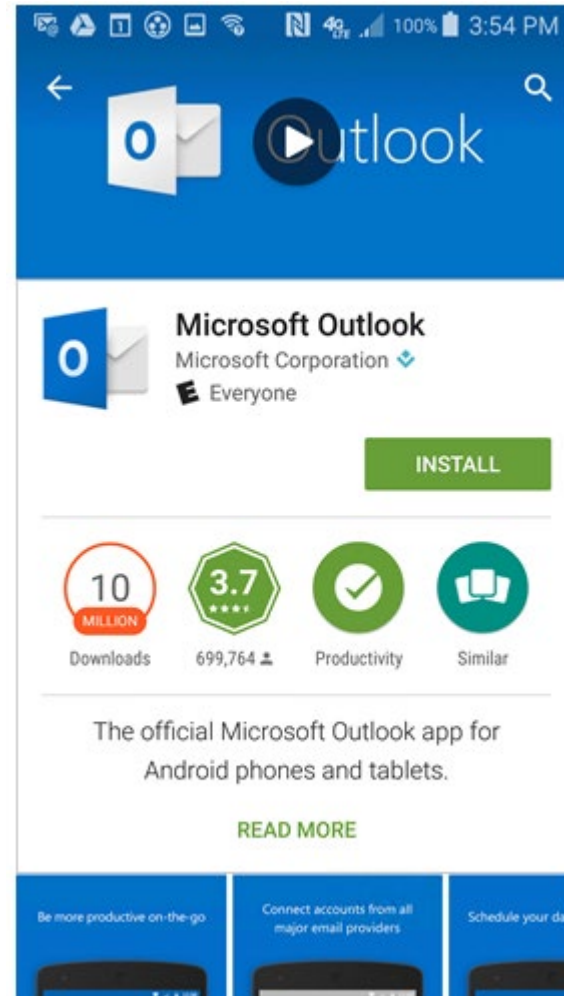


The Following Sections Will
Show You How To Download
And Access Outlook On Your
Android Devices

HOW TO DOWNLOAD AND INSTALL OUTLOOK APP ON ANDROID DEVICES

1. On your mobile device, go to the Google Play Store and install the [Microsoft Outlook app](#).

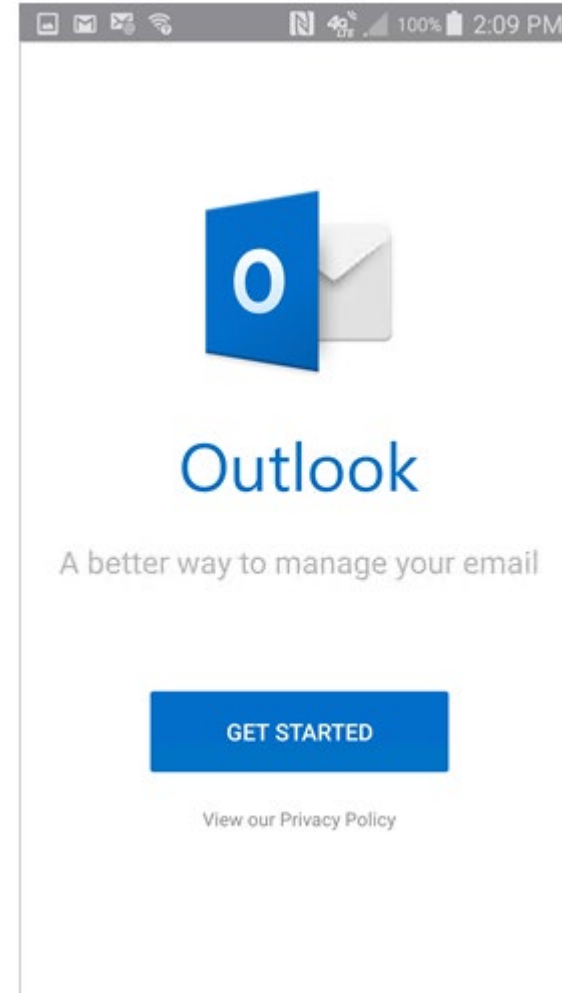
(Outlook App Icon may vary)



HOW TO DOWNLOAD AND INSTALL OUTLOOK APP ON ANDROID DEVICES (Cont.)

2. Open the app after it is installed

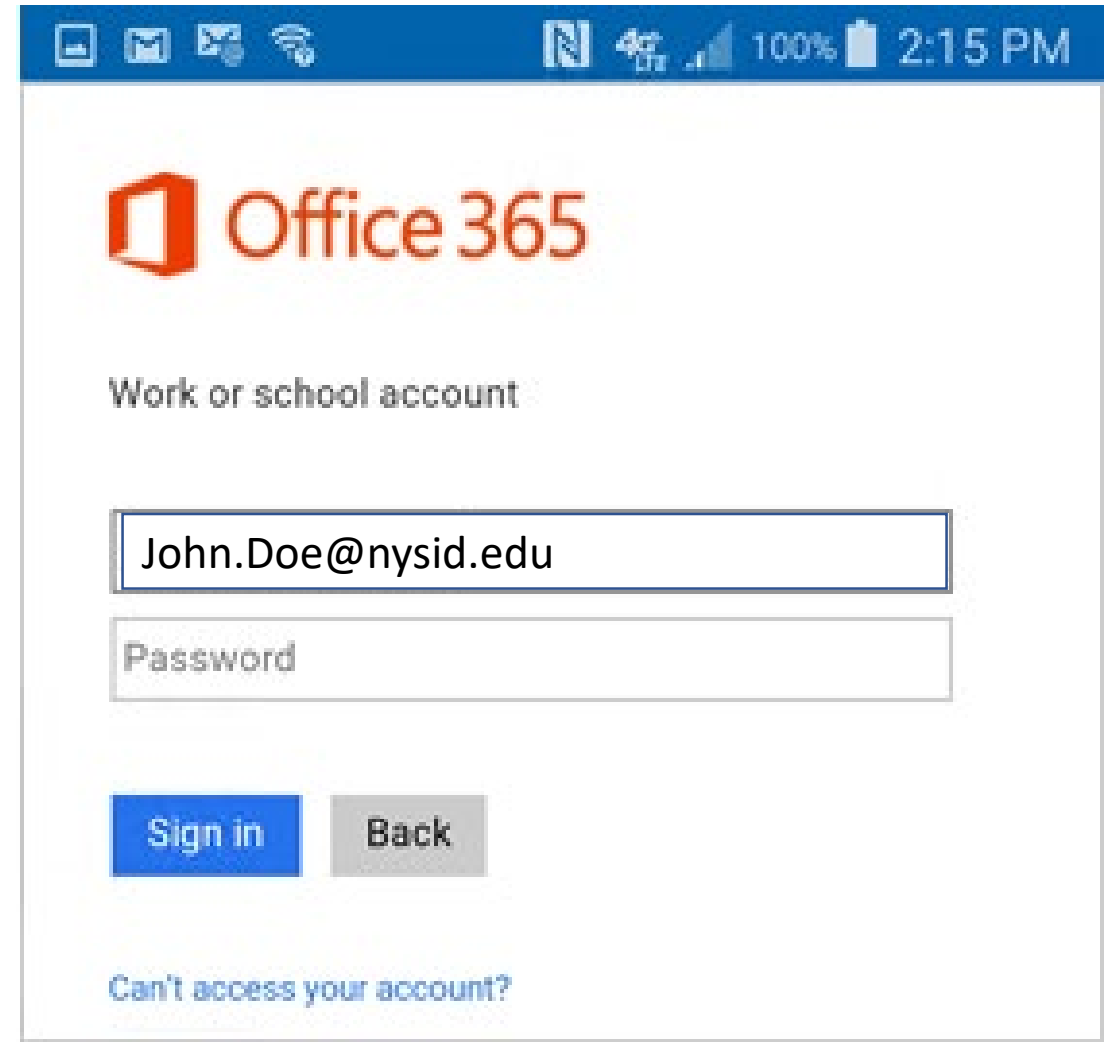
3. Tap **“GET STARTED”**



HOW TO DOWNLOAD AND INSTALL OUTLOOK APP ON ANDROID DEVICES (Cont.)

4. Enter your
“firstname.lastname@nysid.edu”
email address and then tap “**Sign
in**”

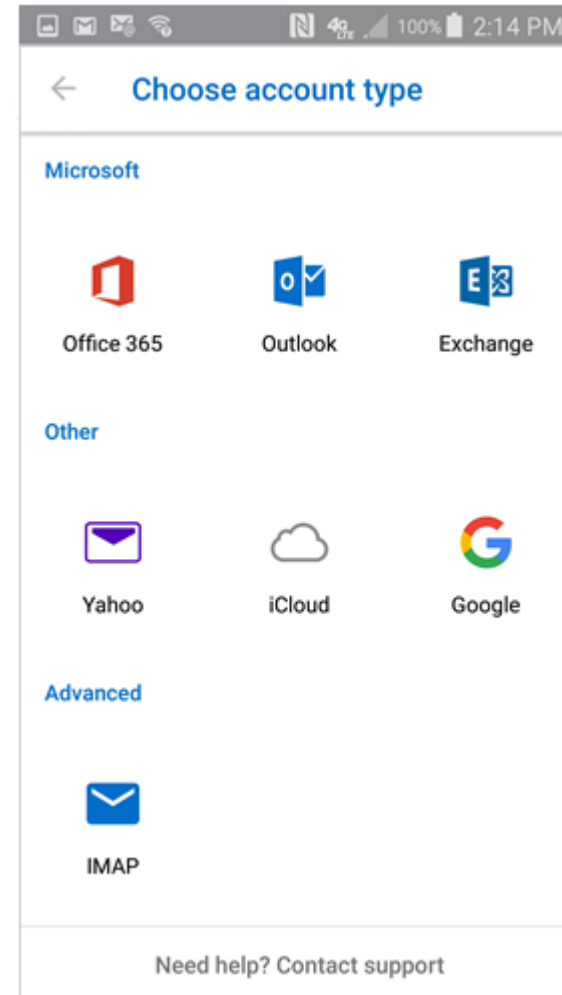
**(NO PASSWORD IS REQUIRED AT
THIS POINT)**



The screenshot shows the Office 365 sign-in interface on an Android phone. At the top, there's a blue status bar with icons for home, mail, messages, Wi-Fi, and cellular data, along with the time 2:15 PM and 100% battery. Below the status bar is the Office 365 logo. Underneath the logo, it says "Work or school account". There are two input fields: the first one contains "John.Doe@nysid.edu" and the second one is labeled "Password". At the bottom, there are two buttons: a blue "Sign in" button and a grey "Back" button. At the very bottom, there is a link that says "Can't access your account?" in blue text.

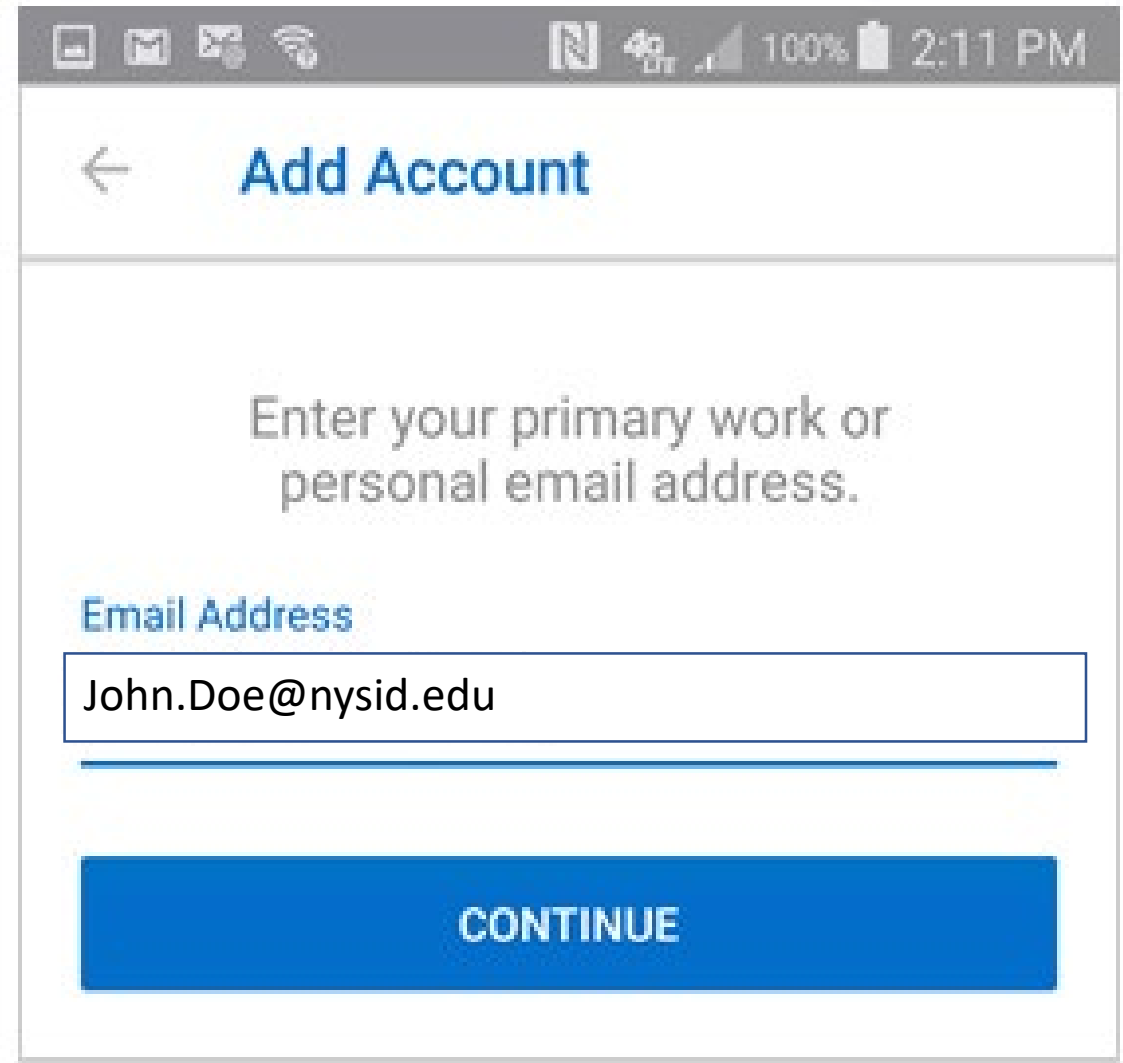
HOW TO DOWNLOAD AND INSTALL OUTLOOK APP ON ANDROID DEVICES (Cont.)

5) When prompted to choose an account type, tap **“Office 365”**



HOW TO DOWNLOAD AND INSTALL OUTLOOK APP ON ANDROID DEVICES (Cont.)

6) Enter your
“firstname.lastname@nysid.edu”
email address and tap
“**CONTINUE**”



The screenshot shows the Outlook mobile app's 'Add Account' screen. At the top, there's a navigation bar with a back arrow and the title 'Add Account'. Below this, a message prompts the user to 'Enter your primary work or personal email address.' There is a label 'Email Address' above a text input field. The input field contains the email address 'John.Doe@nysid.edu'. At the bottom of the screen, there is a large blue button with the text 'CONTINUE' in white capital letters. The status bar at the very top shows various icons for notifications, mail, Wi-Fi, cellular signal, and battery level (100%), along with the time 2:11 PM.

HOW TO DOWNLOAD AND INSTALL OUTLOOK APP ON ANDROID DEVICES (Cont.)

7) If the WebLogin screen displays, enter your email address and password again and tap “**Login.**” Two-step authentication may also be required.

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

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

