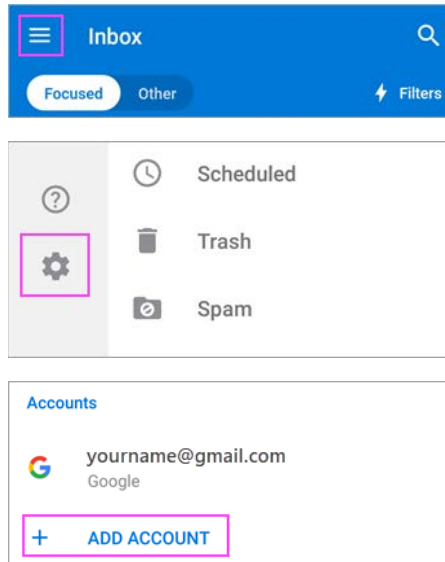


Android – Outlook app

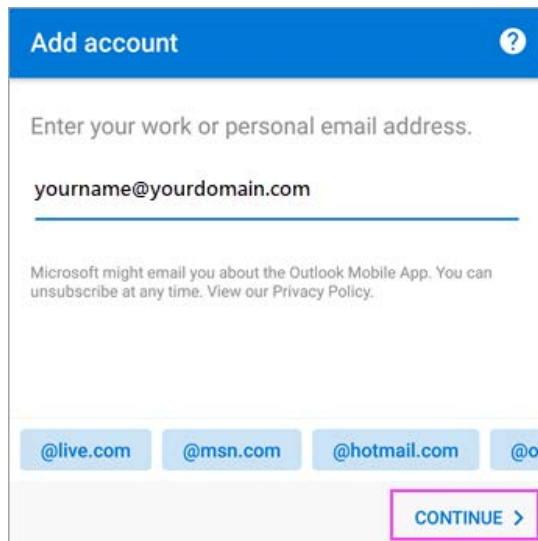
1. [Download Outlook for Android](#) and then open the app. The icon looks like this:



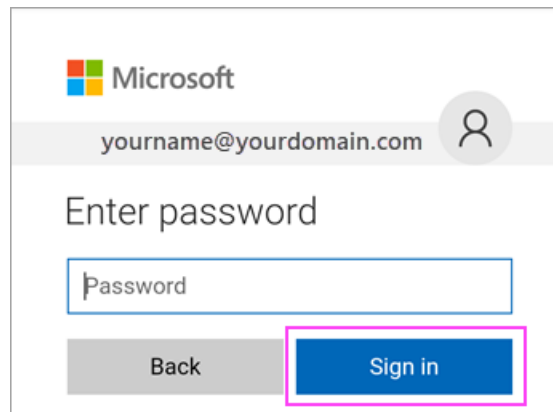
2. Tap **Get Started** if it's your first time. Otherwise open the **Menu** and tap **Settings > Add Account > Add Email Account**.



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

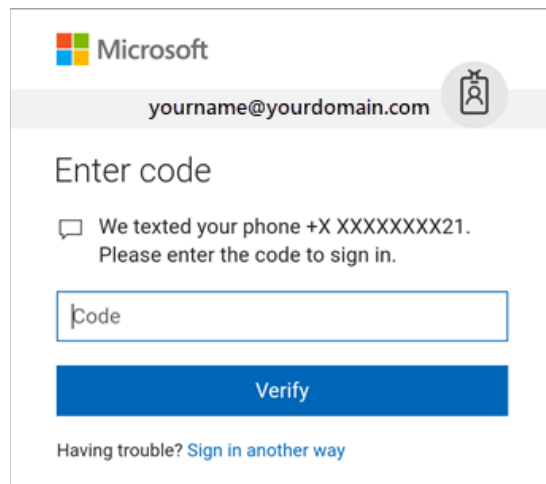


4. Enter your email account password and tap **Sign In** or **Next**.
Note: your sign in screen may look different depending on your email provider.



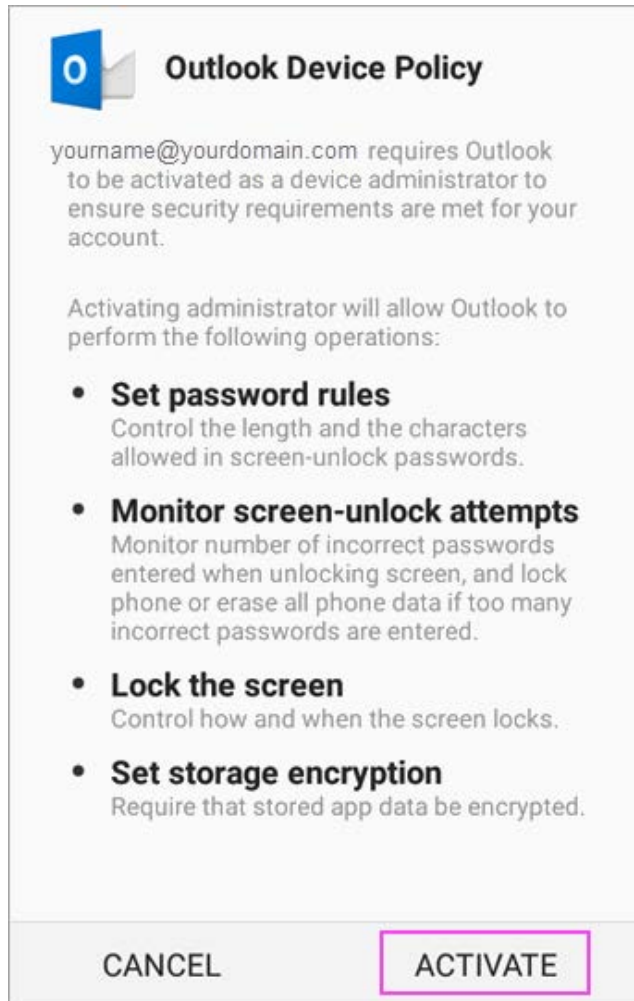
The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the email address 'yourname@yourdomain.com' is displayed next to a person icon. The main heading is 'Enter password'. Below this is a text input field containing the placeholder text 'Password'. At the bottom, there are two buttons: a grey 'Back' button and a blue 'Sign in' button. The 'Sign in' button is highlighted with a pink rectangular border.

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



The screenshot shows the Microsoft sign-in interface for 2-step verification. At the top left is the Microsoft logo. Below it, the email address 'yourname@yourdomain.com' is displayed next to a person icon. The main heading is 'Enter code'. Below this is a text input field containing the placeholder text 'Code'. Above the input field, there is a message: 'We texted your phone +X XXXXXXXX21. Please enter the code to sign in.' Below the input field is a blue 'Verify' button. At the bottom, there is a link: 'Having trouble? Sign in another way'.

6. If you are 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.



7. Outlook may request permission to access your calendar, contacts, etc. Tap **Yes** or **Allow**. You are now ready to use Outlook for Android.



For additional help visit Microsoft Support - [Set up email using Outlook for Android](#)