

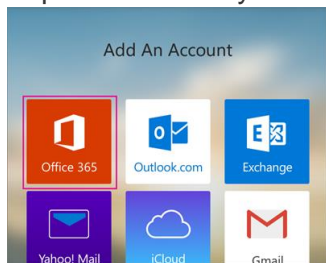


Set up email using the Outlook for Android app

1. Download the [Outlook for Android app](#) from the Google Play store if you haven't installed it yet.

If you already have it installed, open it and then depending on your device, tap the navigation control at the bottom of your Android, or tap **More > Settings > Add Account**.

2. Tap **Office 365** if you have a work or school account in Office 365 for business.



3. Enter your full email address, for example <tony>@calu.edu, type your password, and then tap **Sign in**.

Note If you previously selected Exchange to set up your account you may receive a message about security upgrades and you need to re-sign in. Follow the prompts and sign in with your full email address and password.

Outlook for Android then starts syncing the account.

4. To view your calendar, files, or contacts from the app, tap **More**

