



Setting up Outlook on your Android Device Office 365

Please note that these are general instructions, the screen on your phone may look different than the screen shots shown here

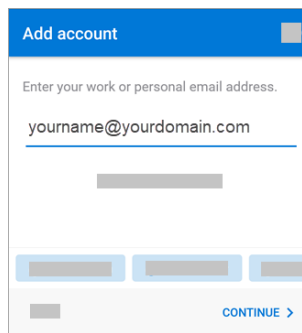
Install the **Outlook for Android** app from the Google Play Store and then open it. The Icon will look like this:



Open Outlook for Android. If this is the first time, tap **Get Started** and **Skip** if you're prompted to add any detected accounts. Otherwise, open the **Menu** ≡ > **Settings** ⚙️ > **Add Account** > **Add Email Account**

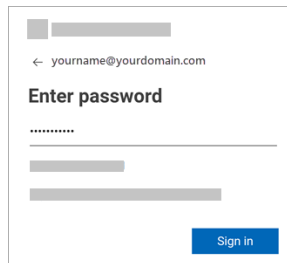
Outlook may detect your Google accounts., for security reasons **do not add** any external email accounts to your Outlook app.

Enter your full **Munson Email address** then tap continue:

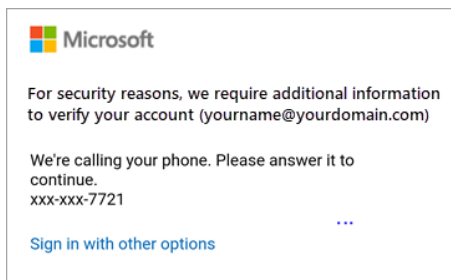


In order to complete installation of the OUTLOOK APP, users MUST DOWLOAD INTUNE software when prompted.

Enter your **email account password** and tap **Sign in** or **Next**:



If multi-factor authentication is enabled, verify your identity.



Accept any prompts for permission you may receive.

Swipe through the features and you're now ready to use Outlook for iOS!

Follow this link to get the Outlook app on your phone:
<https://w2.outlook.com/l/mobile>

Follow this link for video instructions:
<https://www.youtube.com/watch?v=Kv7p3lWqP9M>