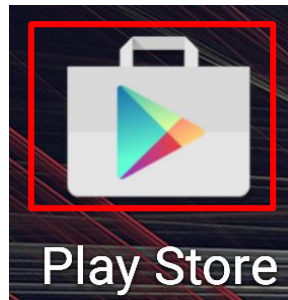
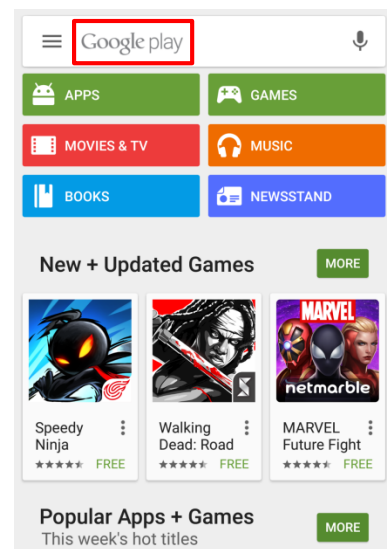


Installing Outlook for android 5.0

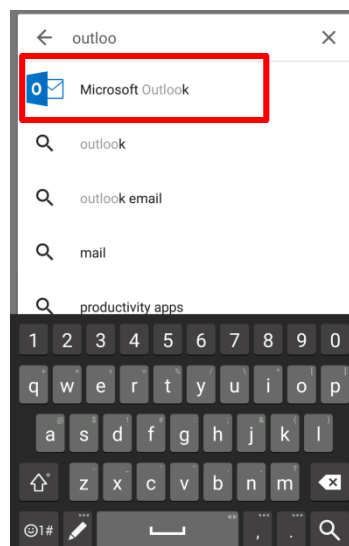
Locate the google play store icon.



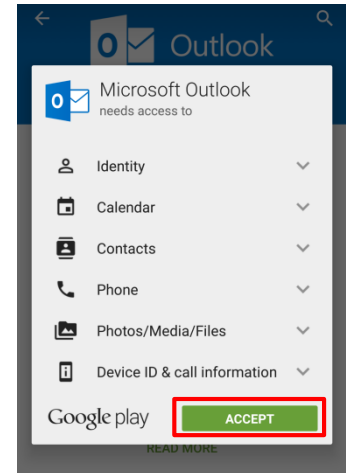
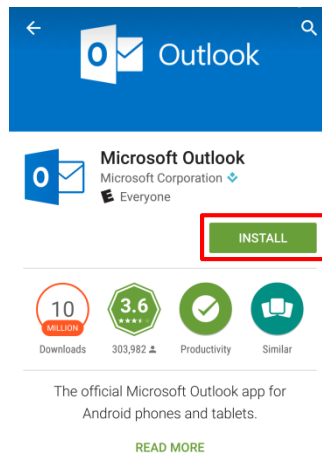
Type "Outlook" in the google play bar on the top of the screen.



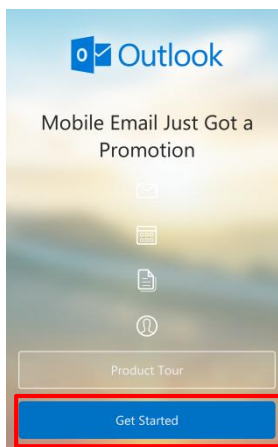
Click on the "Microsoft Outlook" icon.



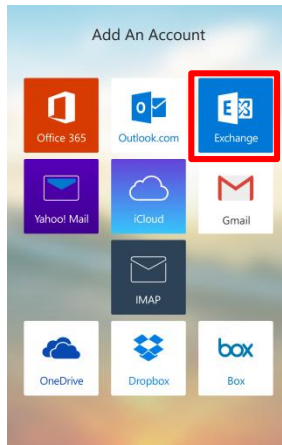
Please notice that Microsoft Corporation is listed under Microsoft Outlook. To install the app click install then accept.



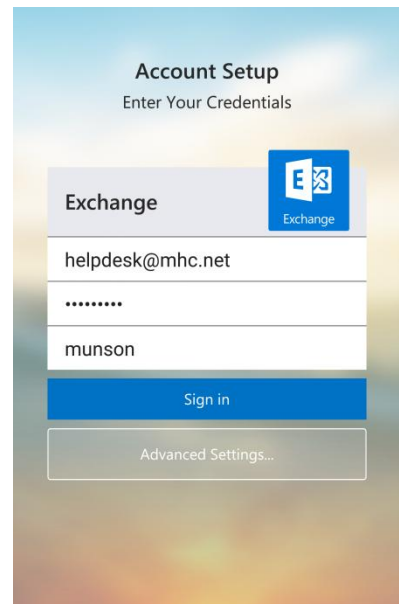
Once the app is installed, open from home screen. Hit "Get Started" button at the bottom of the screen



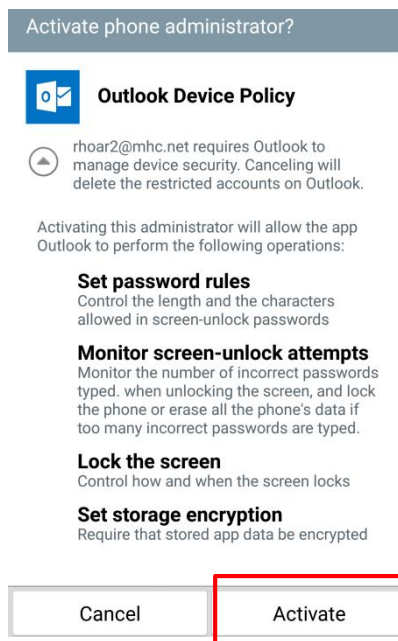
Select “Exchange”



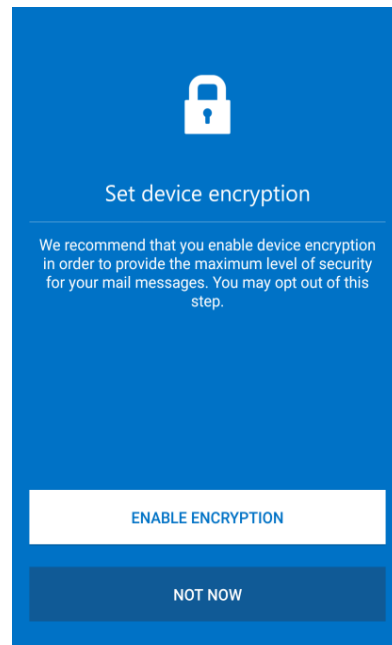
Type in your email address and network password. For a description you may type in anything that you like to easily identify that this is your work email.



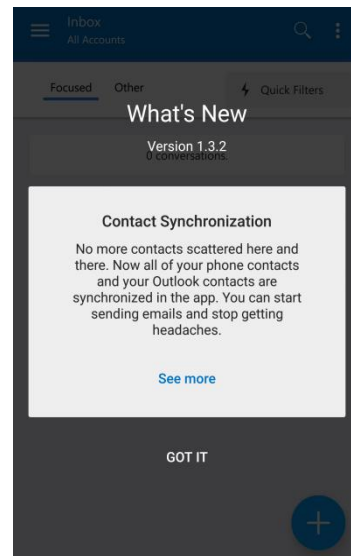
Activate the outlook device policy. If you do not have a 4 digit pin set for your phone the app will require you to set a pin at this point.



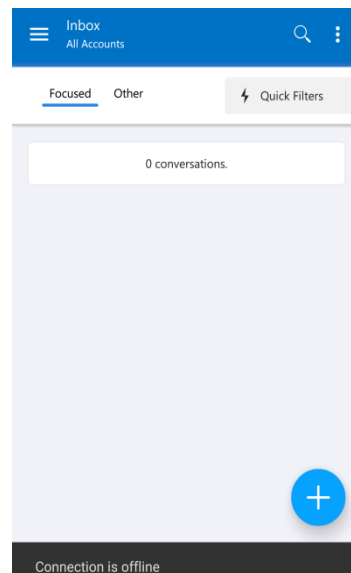
Android device encryption is recommended but not required. The amount of time it takes to encrypt an android phone varies but will normally take about 30 min. This step is not required and can be skipped by pressing the not now button.



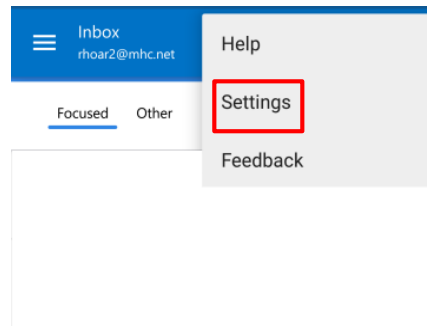
“What’s New” will only appear if there was an update to the app. You can skip this box by pressing the got it button.



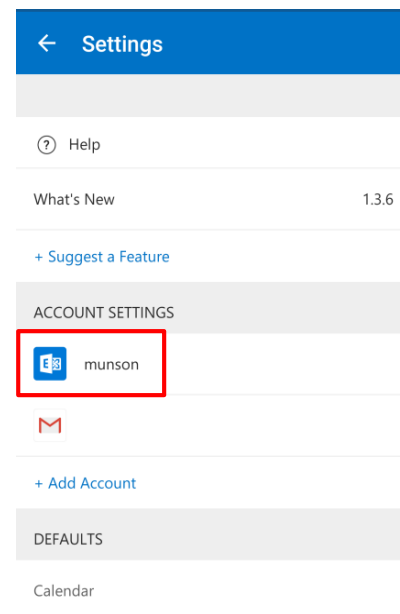
Once you are in the app, if you get a message on the bottom of the screen saying connection offline restart your device.



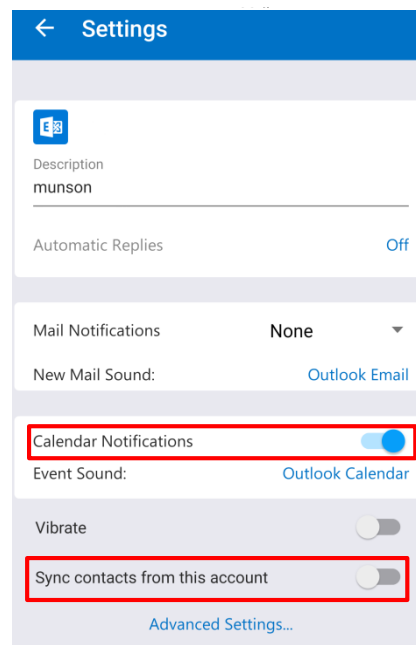
Finally, you will want to stop the sync of Munson contacts to your phone book. On the top right of the screen tap on the 3 vertical dots and press “Settings”



Tap on the description you set for your account. If you typed in “munson” for description at this point you should see an account named “munson”



At the bottom of the accounts page, deselect the “Sync contacts from this account” switch. The switch should turn gray. Also, make sure the “Calendar Notifications” are enabled if you would like to receive them.



Please call the Help Desk with any questions. 231-935-6053