

Setting up Outlook on Android

1. Download and open the **Microsoft Outlook app** from the **Google Play Store**.



2. If it is your first time using the app, click **Get started**.
3. Outlook may detect your Google accounts. To add them to Outlook for Android, tap **Google connect account** and click **OK** to confirm. Click **Allow** to give Outlook access to your contacts.
4. Select the accounts you would like to add and click **Add account**. You may be asked to sign in.
5. Enter your **email address** and then click **Continue**.

 This screenshot shows the 'Add account' screen in the Outlook app. At the top, there is a blue header with the text 'Add account'. Below the header, the instruction 'Enter your work or personal email address.' is displayed. A text input field contains the placeholder 'yourname@yourdomain.com'. Below the input field, there are three buttons with icons. At the bottom right, there is a red-bordered button labeled 'CONTINUE >'.

6. Enter your password and click **Sign in** or **Next**.

 This screenshot shows the 'Enter password' screen in the Outlook app. At the top, there is a back arrow and the email address 'yourname@yourdomain.com'. Below this, the instruction 'Enter password' is displayed. There are two text input fields, the first containing a series of dots. At the bottom right, there is a red-bordered button labeled 'Sign in'.

7. If 2 factor authentication (2FA) is enabled, a code will be sent to your device. Type in this code.
8. Accept any prompts for permission you receive. You are now set up on your Android device and able to see your emails.