Office 365: Installing Outlook on an Android Phone

Set up your email account using the Microsoft **Outlook for Android"** app available from the Google Play Store, or using the built-in mail app on your Android device.

Note: Outlook for Android requires a device running Android 4.0 or later.

Option 1: Using Microsoft's "Outlook for Android" app

1. Download the **Outlook for Android** app from the Google Play store. An Outlook icon will be created on your Home screen.
2. Open the app. Depending on your device, tap the navigation control at the bottom of your Android, or tap **More** > **Settings** > **Add Account**.
3. Select **Office 365**.
4. Enter your email address as **username@yourcompany.com**.
5. Enter your current network password, and then tap **Sign in**.
6. To view your calendar, files, or contacts from the app, tap **More Menu**.

Option 2: Using the built-in Android mail app

1. Tap **Settings** > **Accounts** > **Add account** > **Email**.
2. Select **Accounts**.
3. Enter your email address as **username@ yourcompany.com** (i.e. ellid@yourcomany.com).
4. Enter your current network password, and then tap **Next**.
5. Select the **Exchange** option. If you receive a message about additional security feature, select **OK** to continue.
6. Once the device verifies the server settings, the Account Options page opens. Accept the defaults or select the options for how you want to receive and send your mail, and then tap **Next**. (You may need to scroll down to see Next.)
7. On the *Set-up email page*, you can change the name of your account. When you are finished, tap **Done**.

Option 3: Manual set up

1. Tap **Settings** > **Accounts** > **Add account** > **Email**.
2. Enter your email address as username@yourcompany.com.
3. Enter your current network password, and then tap **Next**.
4. Select Manual.

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5. Review the settings on the Exchange server settings page and update if necessary.

Email	username@yourcompany.com
Domain\Username	username@yourcompany.com
	If the *Domain* and *Username* fields are separate text boxes in your version of Android, leave the Domain box empty, and type your **username@yourcompany.com** in the Username box.
Password	Your current network password
Exchange Server	outlook.office365.com
	Make sure the Use secure connections (SSL) box is checked.

6. Tap **Done**. If you receive a message about additional security features, select **OK** or **Activate** to continue.
7. Accept the defaults or make changes for how you want your account to sync on your device. When you are finished, swipe to the bottom and tap **Next**.
8. On the *Set-up email* page, you can change the name of your account. When you are finished, tap **Done**.

Additional Resource: Office 365 Mobile Setup Help