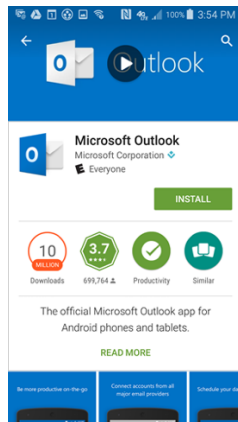


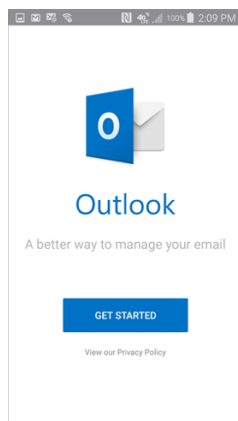
Android – Add Outlook App for Email

Note: The Microsoft Outlook app is the recommended way to access your Office 365 email and calendar on an Android device. Two-step authentication may also be required.

1. On your mobile device, go to the Google Play Store and install the Microsoft Outlook app.



2. Open the app after it is installed.
3. Tap **Get Started**.



4. Enter your @uakron.edu email address and then tap **Continue**.
5. Enter your @uakron.edu password and tap **Sign In**.
6. A few screens of help text are presented, which you can read or skip. Your Office 365 Inbox then displays.