

Office 365 Android setup

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In order to setup your Android device for office 365, follow the steps below.

You will need to download Outlook from the Play Store, as most Android devices cannot do Exchange email with their inbuilt apps. Because of this we suggest downloading outlook as it is free.

Open your Play store app on your phone, and type in outlook



Google Play outlook

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Microsoft Outlook

Microsoft Corporation Productivity

★★★★★ 2,800,871

PEGI 3

This app is compatible with all of your devices.

Installed

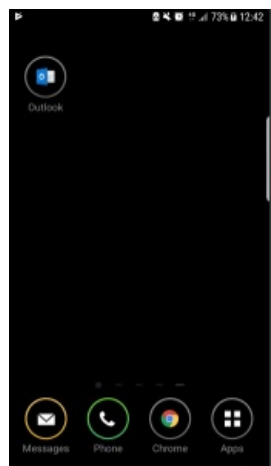
Simplify your scheduling

Be more productive on-the-go

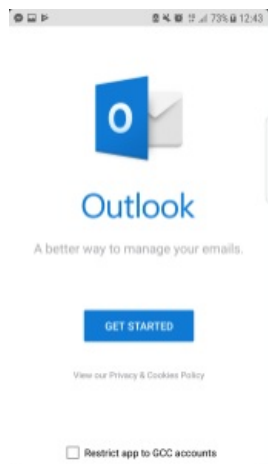
Meet Outlook for Android, the app that helps millions of users connect all their email accounts, calendars and files in one convenient spot. Newly redesigned, Outlook for Android lets you do more from one powerful inbox.

See what matters most first with the Focused inbox that keeps the important messages on top. Switch between your emails and calendar to schedule your next meeting or check your availability.

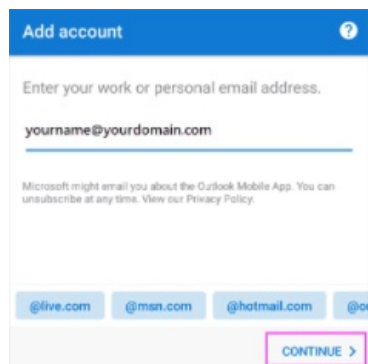
Select the install option, once this is on your phone open the app from your phones home screen such as below



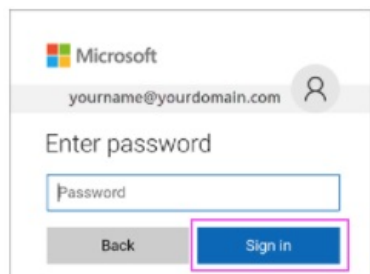
Press the app, and select get started



type in your full email address in the box like below

This is a screenshot of the 'Add account' screen in the Outlook app. The title bar at the top is blue with the text 'Add account' and a question mark icon. The main instruction is 'Enter your work or personal email address.' followed by a text input field containing the placeholder 'yourname@yourdomain.com'. Below the input field, there is a small line of text: 'Microsoft might email you about the Outlook Mobile App. You can unsubscribe at any time. View our Privacy Policy.' At the bottom of the screen, there are four buttons for common email providers: '@live.com', '@msn.com', '@hotmail.com', and '@outlook.com'. A blue button with the text 'CONTINUE >' is located at the bottom right, highlighted with a red rectangle.

Then type in your password we have previously given you as below

This is a screenshot of the 'Sign in' screen in the Outlook app. At the top, the Microsoft logo is on the left, and a user profile icon is on the right. Below the logo is the email address 'yourname@yourdomain.com'. The main heading is 'Enter password'. There is a text input field with the placeholder 'Password'. At the bottom, there are two buttons: a grey 'Back' button and a blue 'Sign in' button, which is highlighted with a red rectangle.

Posted by: Keira Tait - Fri, Feb 23, 2018 at 3:50 PM. This article has been viewed 4489 times.

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