

### Knowledge Base

## Add Office 365 Account to Outlook for Android

#### **Purpose & Overview:**

This document will outline the process of adding an Office 365 account to Outlook for Android.

#### **Support Info**

#### Install Outlook on Your Android Device

1. If you haven't installed the app yet, download the <u>Outlook for Android app</u> from the Google Play store and click "Install".

#### Add Office 365 Account to Outlook

1. Press on the Outlook icon.



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2. Press on "Get Started."



3. Enter your email address and press "Continue".



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4. Enter your password and press "Sign in".

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Office 365
Microsoft
yournetid@medsch.ucr.edu
Enter password
Sign in
©2018 Microsoft as Terms of use Privacy & cookies
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ABC 🔅 , <sup>?</sup> English(US) . Go

5. Press "Skip" unless you are adding another account.





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6. Press "Skip" or press the arrow on the information screens about Focused Inbox.



7. Your account is now configured.