Setting up the Outlook phone app on Android OS
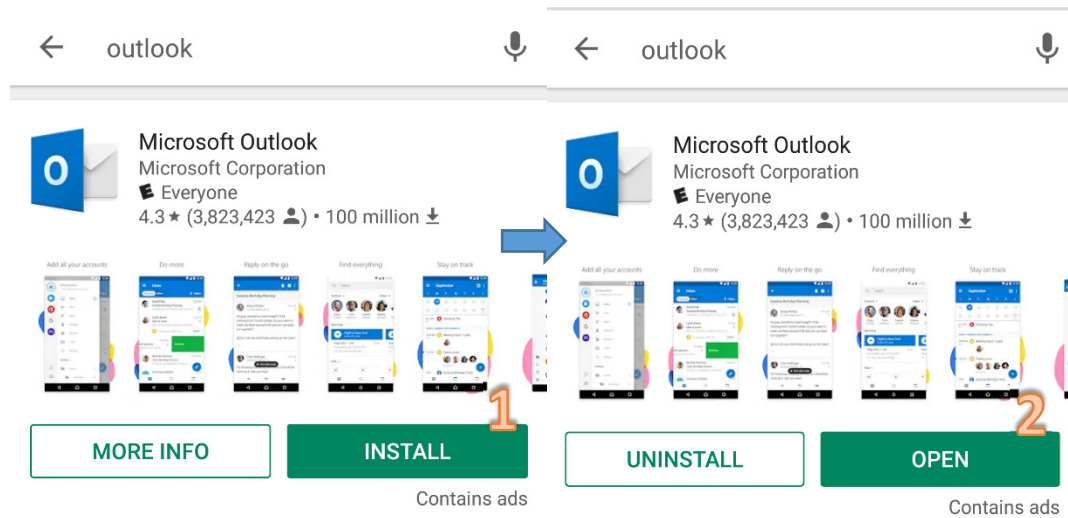
Applies to: Phones using the Android Operating System
Adds your work email account to your Android phone using the Outlook App.
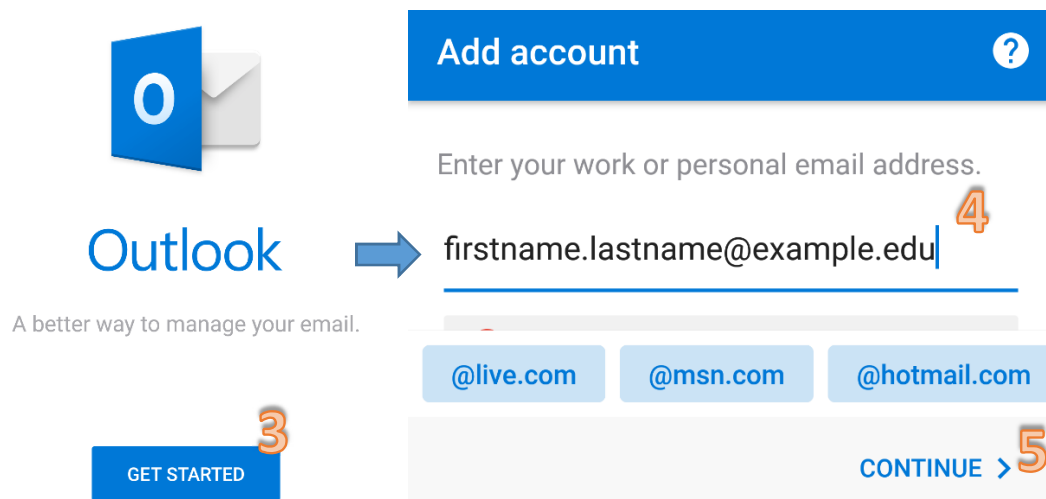
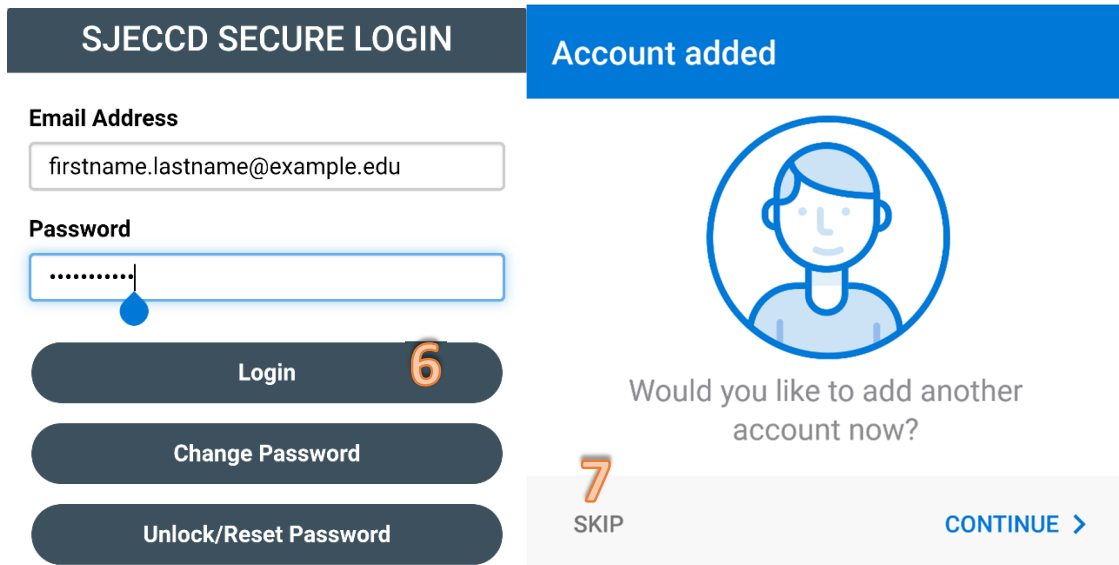1. Open the Google Play store app on your phone and download the Outlook App.

2. You will search for "Microsoft Outlook". Then, install and open the MS Outlook App.
   Make sure the App is from the "Microsoft Corporation" and not a third-party company.

3. Enter your email address. *Email format examples: Firstname.Lastname@sjeccd.edu, Firstname.Lastname@evc.edu, Firstname.Lastname@sjcc.edu.*

4. Enter email address again and password. Select **SKIP** at the "Account added" screen.
    The password is your email/network password that you use to login to the computer.

5. Click **SKIP**; You're email account is now setup on your android phone.