



## [Android] HOW TO: Email & Outlook Setup

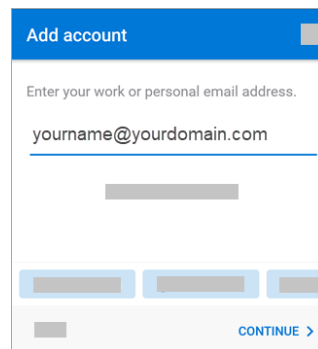
### STEP 1: DOWNLOAD OUTLOOK APP – From the Google Play Store



<https://play.google.com/store/apps/details?id=com.microsoft.office.outlook>

### STEP 2: ADD YOUR ACCOUNT(s)

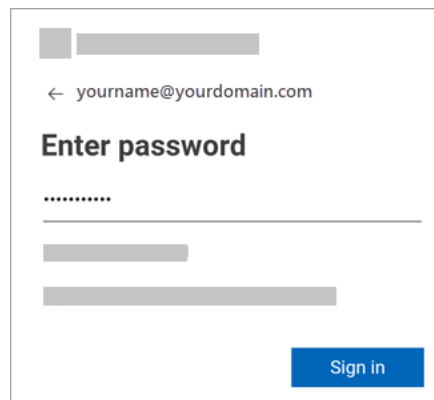
- If it's your first-time using Outlook for Android, it may try to add your Google account(s) which you can simply **Skip**, and continue onto **Step 3**.
- If not, open the **Menu**  > tap **Settings**  > **Add Account** > **Add Email Account**.



### STEP 3: SIGN IN

- Enter your email account password and tap **Sign In** or **Next**.

**Note:** The sign in screen may look different for you depending on your email provider.



**Note:** If you're asked to choose your provider, you'll have to [Set up your Exchange manually](#) or [set up an IMAP or POP account](#).