Android – Outlook app
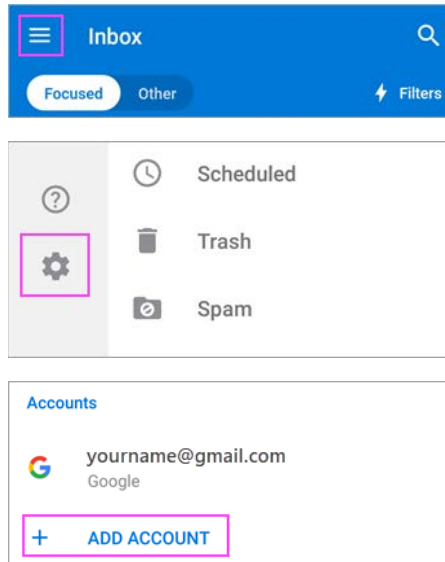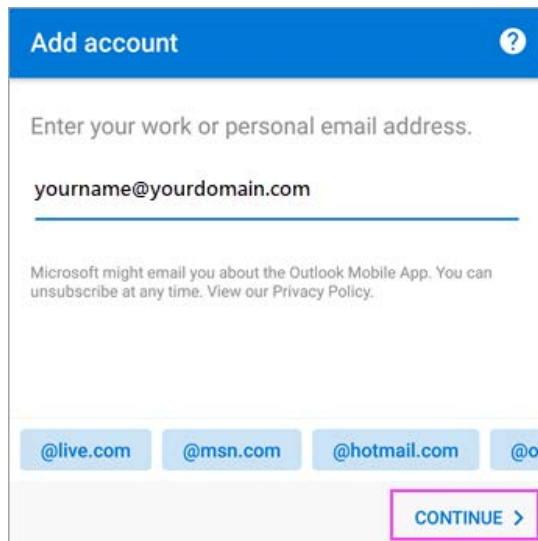
1. [Download Outlook for Android](#) and then open the app. The icon looks like this:
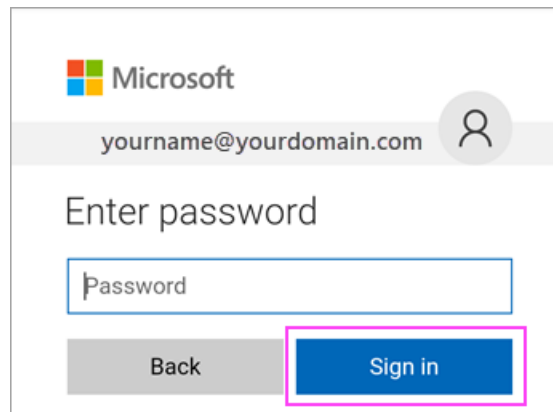

2. Tap **Get Started** if is your first time.   Otherwise open the **Menu** and tap **Settings** > **Add Account** > **Add Email Account.**

3. Enter your full email address, then tap **Continue**.
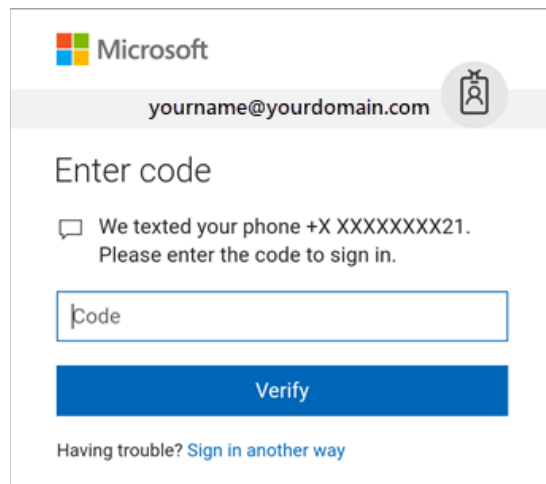

4. Enter your email account password and tap **Sign In** or **Next**.
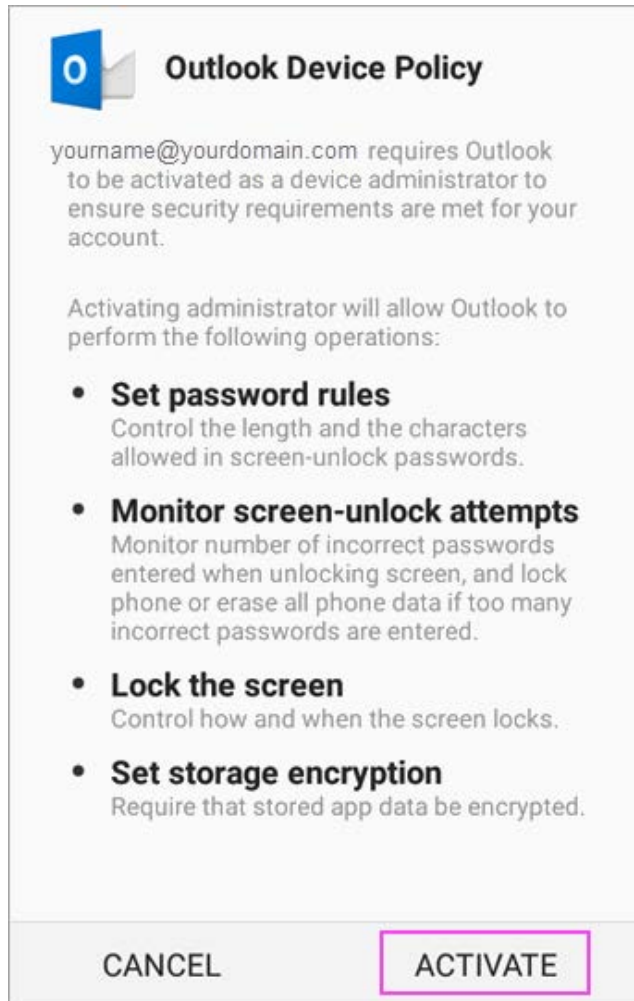   Note: your sign in screen may look different depending on your email provider.

5. If 2-step verification is enabled, verify yourself using the method you set up (6 digit code, phone call, or Microsoft Authenticator app).

6. If you are using an Office 365 work or school account, your IT admin may have set additional policies. If you see these prompts, tap **Activate** and **Activate** again.

7. Outlook may request permission to access your calendar, contacts, etc. Tap **Yes** or **Allow**.
You are now ready to use Outlook for Android.

For additional help visit Microsoft Support - Set up email using Outlook for Android