Use the Outlook for Android app	**Use the built-in Android mail app**
NOTE Outlook for Android requires a device running Android 4.0 or later. View these steps in a video. By using the Outlook for Android you can access your email, calendar, contacts, and OneDrive files from within the app rather than having to check separate apps. NOTE You cannot access tasks from the Outlook for Android app. Download the Outlook for Android app from the Google Play store if you haven't installed it yet. If you already have it installed, open it and then depending on your device, tap the navigation control at the bottom of your Android, or tap **More** > **Settings** > **Add Account**. Tap **Office 365** if you have a work or school account in Office 365 for business.	 View these steps in a video. Tap **Settings** > **Accounts** > **Add account** > **Email**.

Add An Account

Office 365 | Outlook.com | Exchange

Yahoo! Mail | iCloud | Gmail

Enter your full email address, for example myname@ulm.edu or myname@warhawks.ulm.edu. Type your password, and then tap **Sign in**.

NOTE   If you previously selected Exchange to set up your account you may receive a message about security upgrades and you need to re-sign in. Follow the prompts and sign in with your full email address and password.

Outlook for Android then starts syncing the account.


Settings   SEARCH   MORE

DEVICE   PERSONAL   SYSTEM

Wallpaper

Themes

Lock screen and security

Privacy and safety

Easy mode

Accessibility

Accounts

Backup and reset
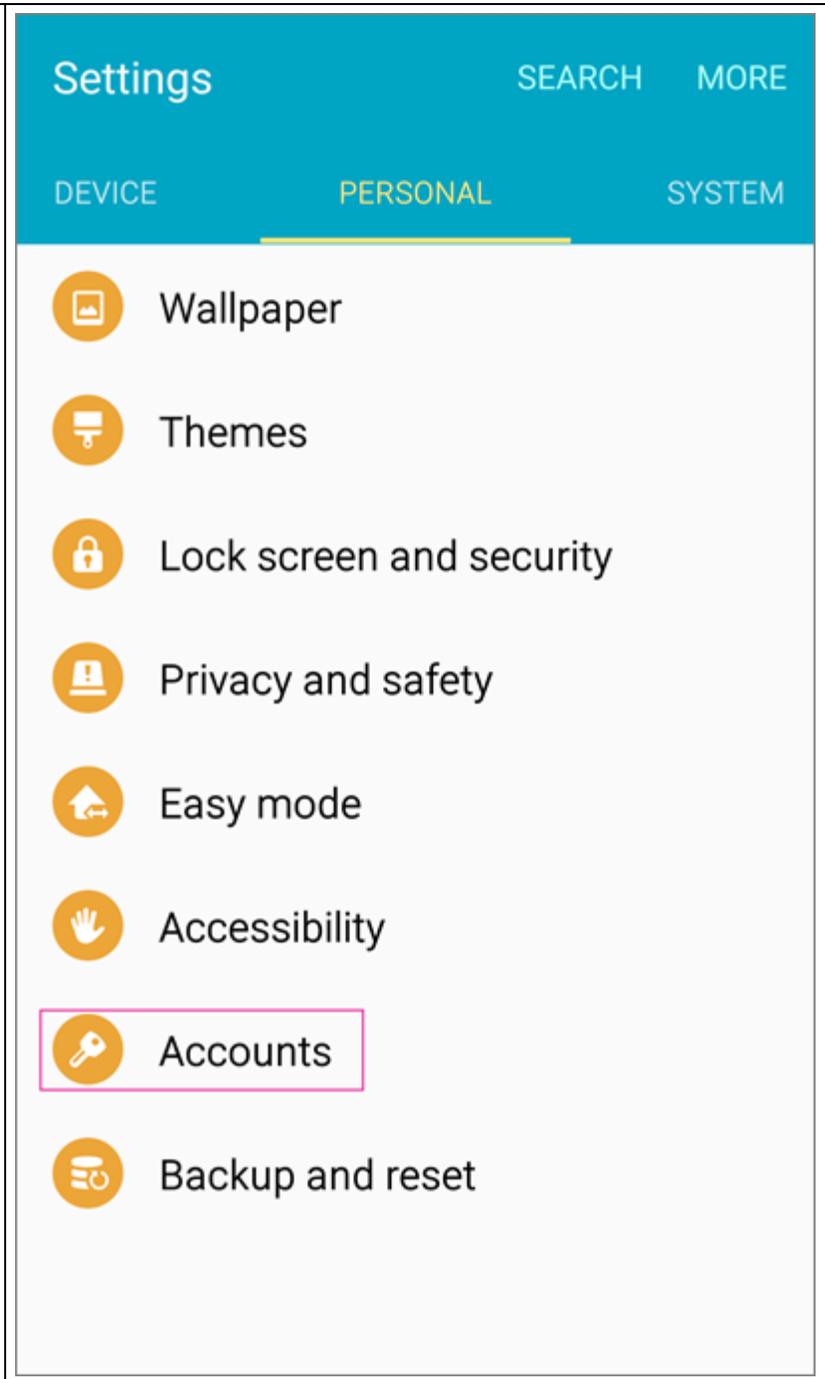
To view your calendar, files, or contacts from the app, tap **More** ☰.
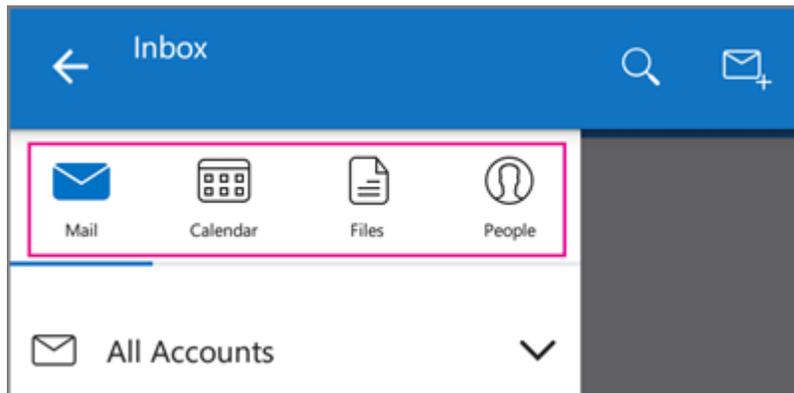
You can have more than one account in Outlook for Android. Select the type of account you want to add and follow those steps.

Delete an account

Depending on your device, tap the navigation control at the bottom of your device, or tap **More** > **Settings**.
Tap the account you want to delete.
Select **Remove Account from Device and Remote**.

Type your full email address, for example myname@ulm.edu or myname@warhawks.ulm.edu. Type your password, and then tap **Next**.
Select the **Exchange** option.
Depending how the Office 365 administrator in your organization set up your account, you might receive a message about additional security features. Select **OK** to continue.

Remote security administration

Server outlook.office365.com must be able to remotely control some security features on your device. Continue?

CANCEL   OK

Once the device verifies the server settings, the **Account Options** page opens. Accept the defaults or select the options for how you want to receive and send your mail, and then tap **Next**. (You may need to scroll down to see **Next**.)

| | On the **Set up email** page you can change the name of your account. When you're finished tap **Done**.

If you synced your calendar and contacts in step 5 you can go to those apps on your phone to view any items that might be there. If you synced tasks as well, you should see them in the calendar app on your device. It might take a few minutes for everything to sync.

If your device can't connect make sure you typed your email address and password correctly and try again. If you still can't connect try setting it up manually following the steps below.

Manual set up

Tap **Settings** > **Accounts** > **Add account** > **Email**.
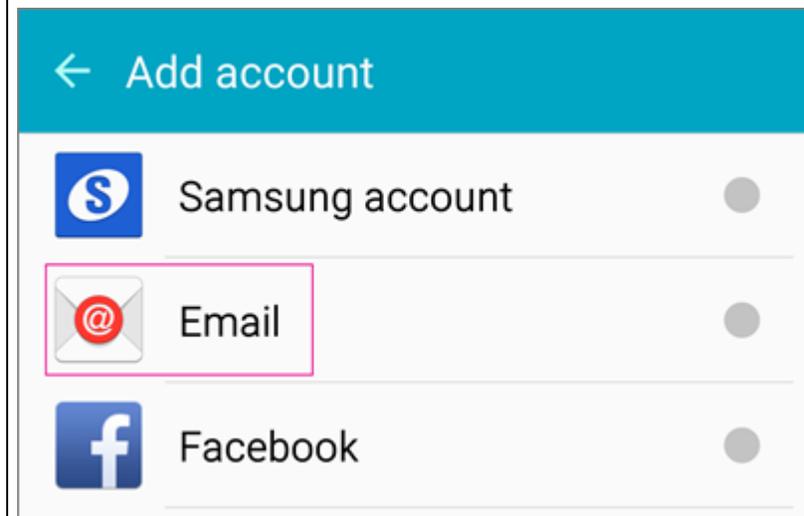
 |

| | Type your full email address, for example myname@ulm.edu or myname@warhawks.ulm.edu. Type your password, and then tap **Next**. Select **Manual**.

Review the settings on the **Exchange server settings** page and update if necessary.

Email   Make sure your full email address is in this box, for example, myname@ulm.edu or myname@warhawks.ulm.edu.

Domain\Username   Type your full email address in this box. If **Domain** and **Username** are separate text boxes in your version of Android, leave the **Domain** box empty, and type your full email address in the **Username** box.

Password   Use the password that you use to access your account.

Exchange Server   The server name for Office 365 for business is **outlook.office365.com**.

Make sure the **Use secure connections (SSL)**   box is checked. |

← Exchange server settings

Email address

tony@contoso.com

Domain\username

tony@contoso.com

Password

••••••••

☐ Show password

Exchange server

outlook.office365.com

☑ Use secure connection (SSL)

☐ Use client certificate

CLIENT CERTIFICATE

NEXT ›

Tap **Done**.
Depending how the Office 365 administrator in your organization set up your account, you might receive a message about additional security features. Select **OK** or **Activate** to continue.

Remote security administration

Server outlook.office365.com must be able to remotely control some security features on your device. Continue?

CANCEL   OK

Accept the defaults or make changes for how you want your account to sync on your device. When you're finished, swipe to the bottom and tap **Next**.

On the **Set up email** page you can change the name of your account. When you're finished tap **Done**.