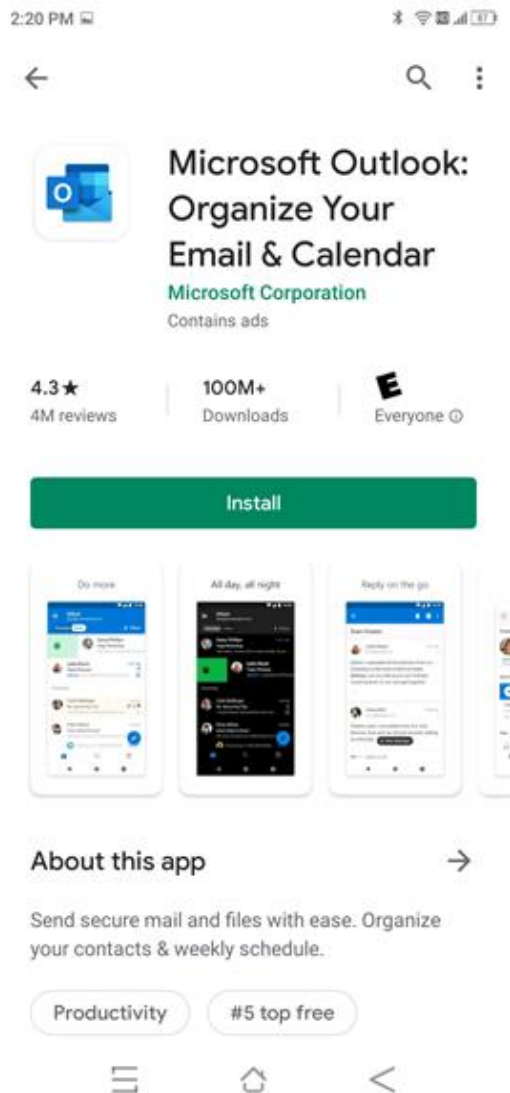


How to Configure the Android Outlook App for Office 365

The Microsoft Outlook app is the recommended way to access your Office 365 email and calendar on an Android device.

1) On your mobile device, go to the Google Play Store and install the [Microsoft Outlook app](#).



2) Open the app after it is installed.

3) Tap **Get Started**.

2:21 PM



Outlook

A better way to manage your email.

GET STARTED



4) Enter your @caunj.org email address and click **Continue**

2:22 PM

✕ Add account ⓘ

Enter your work or personal email address.

your name@caunj.org

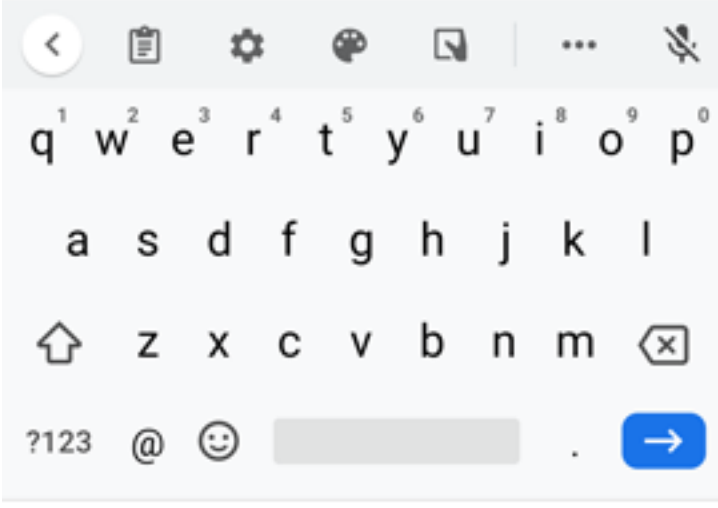
@live.com @msn.com @hotmail.com

 ADD GOOGLE ACCOUNT

 CREATE NEW ACCOUNT

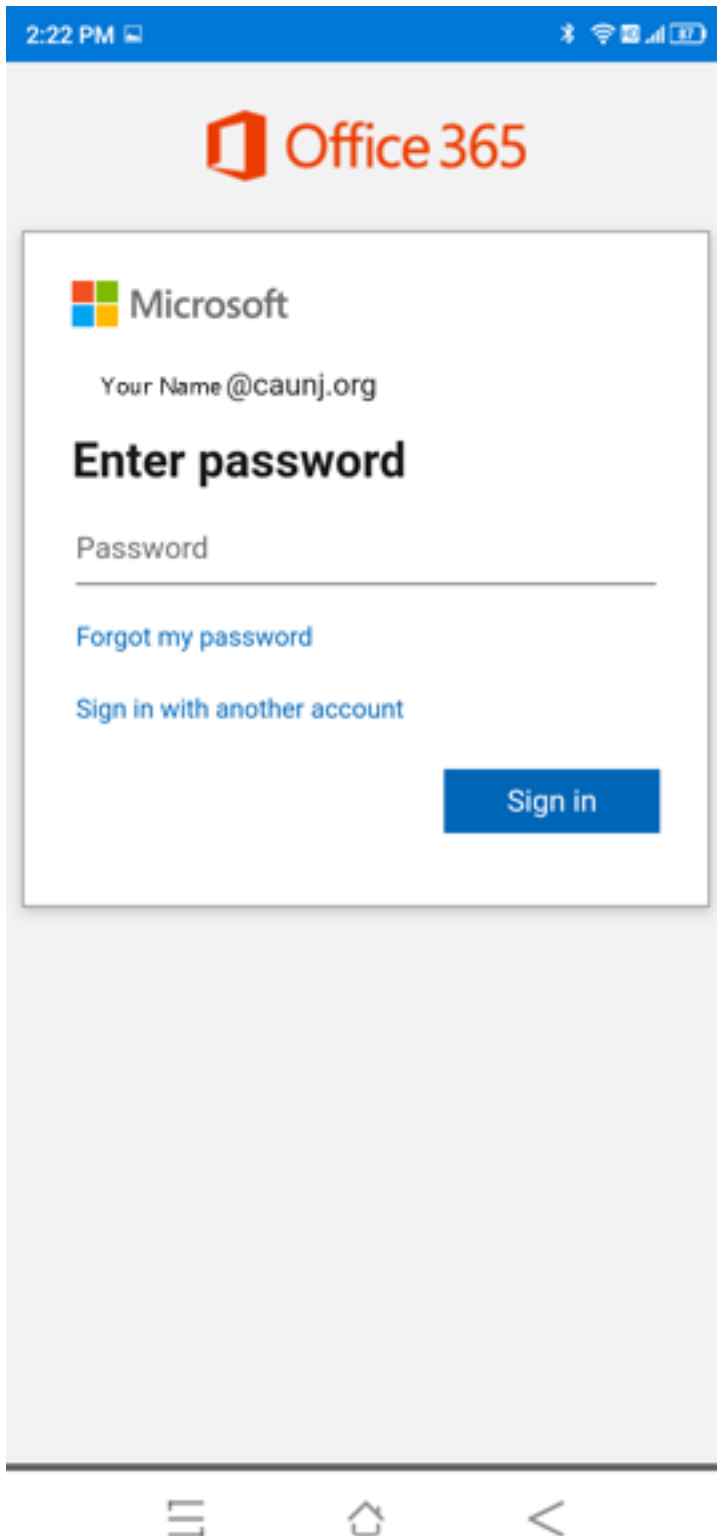
PRIVACY AND TERMS

CONTINUE >





5) When prompted enter your caunj password (The same password you use for logging into a computer or using parallels) tap **Sign in**.



The image shows a mobile device screen displaying the Office 365 login interface. At the top, a blue status bar shows the time as 2:22 PM and various system icons. Below this, the Office 365 logo is centered. The main content area is a white card with the Microsoft logo and the text "Your Name@caunj.org". The heading "Enter password" is prominently displayed. Below the heading is a password input field with the placeholder text "Password". Underneath the input field are two links: "Forgot my password" and "Sign in with another account". A blue "Sign in" button is located at the bottom right of the card. The bottom of the screen shows the Android navigation bar with icons for the app drawer, home, and back.

2:22 PM

Office 365

Microsoft

Your Name@caunj.org

Enter password

Password

[Forgot my password](#)

[Sign in with another account](#)

Sign in

6) You have the option to add another account. Tap **Maybe Later** to proceed to your Office 365 email in Outlook.



Add another account



Would you like to add another account?

MAYBE LATER

ADD >



7) Android will ask if you want to save your password. If you click **Not Now** you will need to enter your password whenever you open Outlook on your phone.

2:23 PM

Add another account



Would you like to add another account?

 Save password to **Google**?

Username
Your Name @caunj.org

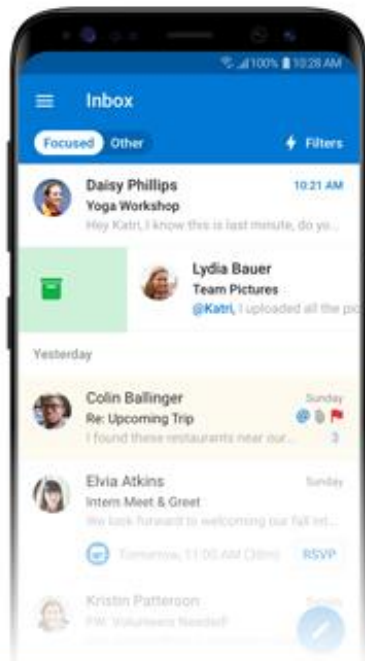
Password
.....

NOT NOW SAVE

☰ 🏠 <

8) A few screens of help text are presented, which you can read or skip. Your Office 365 Inbox then displays.

2:23 PM



Focused Inbox

We've put your most important,
actionable emails here.

SKIP

