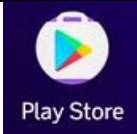
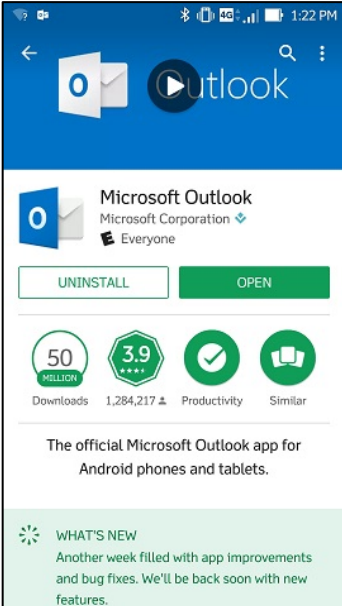



# O365 | Android – Outlook App

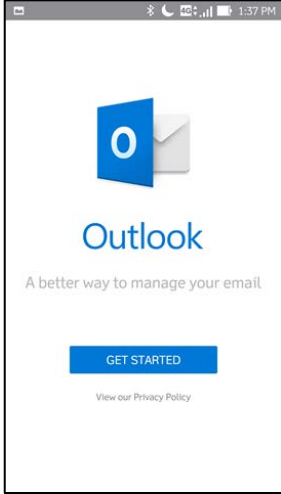
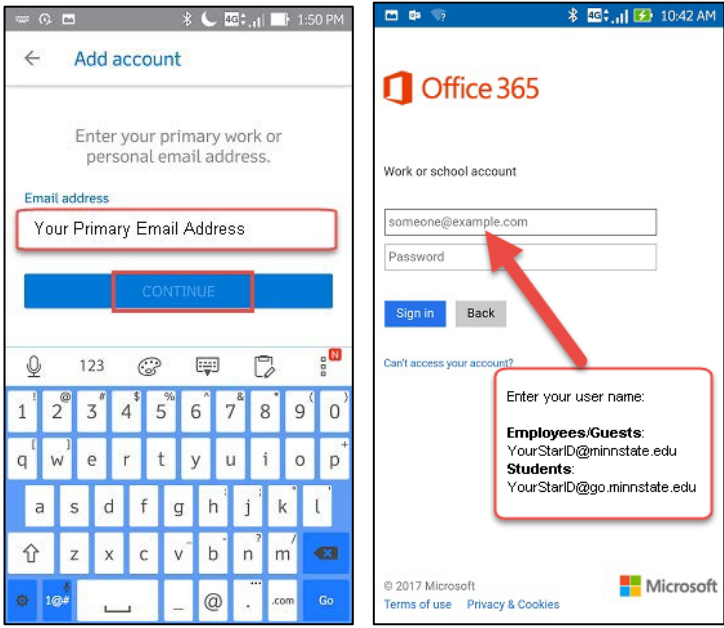
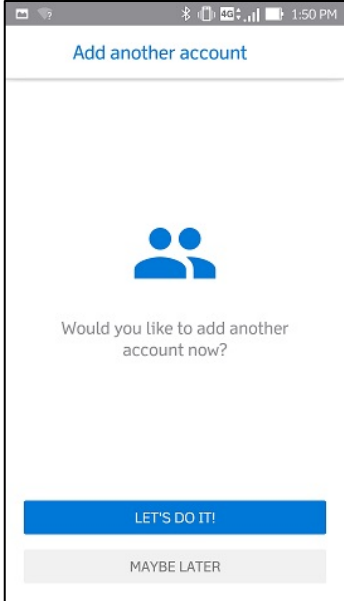
Don't have the Outlook app for Android? [Start with the install](#), and then add a new account

## Download the app from the Google Play Store

STEP	DESCRIPTION	
1	If the Outlook app is not already on the device, open the Google Play store	
2	<p>Search for the <b>Microsoft Outlook</b> app or the Office 365 Outlook app</p> <p>Open/Install</p>	

## Add an Account

STEP	DESCRIPTION	
1	Open the Outlook app	

<p>2</p>	<p>Tap <b>GET STARTED</b></p>	 <p>The screenshot shows the Outlook app splash screen. At the top is the Outlook logo (a blue square with a white 'O' and an envelope icon). Below it, the word 'Outlook' is written in a large, blue, sans-serif font. Underneath that, the tagline 'A better way to manage your email' is displayed in a smaller, grey font. At the bottom of the screen, there is a prominent blue button with the text 'GET STARTED' in white. Below the button, there is a small link that says 'View our Privacy Policy'.</p>
<p>3</p>	<p>Tap in the email address area, then use the keyboard to <i>enter</i> your primary <b>email address</b></p> <p>Tap <b>CONTINUE</b></p> <hr/> <p>Enter your <b>username</b>. If your email address is already in the field, <i>change it to your username</i></p> <p><b>Employees/Guest:</b> YourStarID@minnstate.edu <b>Students:</b> YourStarID@go.minnstate.edu</p> <p>Enter your StarID <b>Password</b></p> <p>Tap <b>Sign in</b></p>	 <p>This section contains two screenshots from the Outlook app. The left screenshot is titled 'Add account' and shows a form with the instruction 'Enter your primary work or personal email address.' Below this is a text input field containing 'Your Primary Email Address', which is highlighted with a red box. A blue 'CONTINUE' button is also highlighted with a red box. A keyboard is visible at the bottom of the screen. The right screenshot is titled 'Office 365' and shows the 'Work or school account' sign-in screen. It has fields for 'Work or school account' (containing 'someone@example.com') and 'Password'. A red arrow points from a red-bordered box to the password field. The red-bordered box contains the text: 'Enter your user name: Employees/Guests: YourStarID@minnstate.edu Students: YourStarID@go.minnstate.edu'. At the bottom of the right screenshot, there is a 'Sign in' button and a 'Back' button. The Microsoft logo and copyright information are at the very bottom.</p>
<p>4</p>	<p>Tap <b>MAYBE LATER</b>, unless you have another account to add</p> <p>Your Inbox will display</p>	 <p>The screenshot shows the 'Add another account' screen. At the top, it says 'Add another account' in blue. Below that is a large blue icon representing two people. Underneath the icon, the text asks 'Would you like to add another account now?'. At the bottom of the screen, there are two buttons: a blue button labeled 'LET'S DO IT!' and a grey button labeled 'MAYBE LATER'.</p>