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HOW TO

# ADD MICROSOFT 365 EMAILS TO

**YOUR ANDROID**



# Step-By-Step Instructions

## Step 1

Open your Android phone and navigate to the Google Play Store.

## Step 2

Once you've opened Google Play, search 'Microsoft Outlook' and download the app.

## Step 3

Once installed, open Outlook and click 'Get Started', then in the lower right, click 'Add Account'.

## Step 4

You will then be prompted to enter your email address, for example:  
Email: name@companyname.co.uk

Once you have done this, click 'Continue'.

## Step 5

A new window will appear with the Microsoft 365 login screen. Please enter your password and click 'Next'.

## Step 6

If your login credentials are correct, you'll automatically be logged in and asked if you want to add another account. Click 'Maybe Later'.

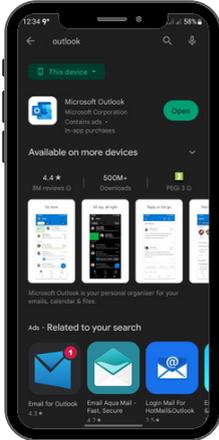
Congratulations, your Microsoft 365 account is now set up on your Android device!

You can now open the Outlook app to send and receive emails from your work email account.



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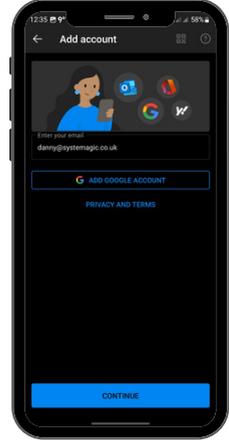
## Step 1



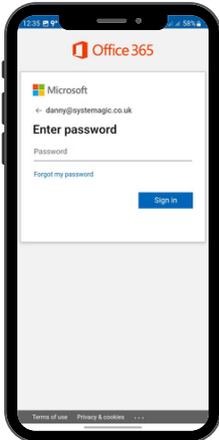
## Step 2



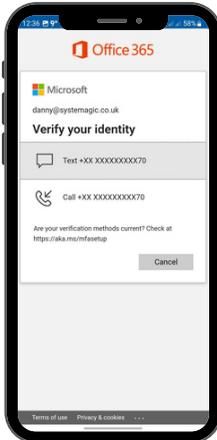
## Step 3



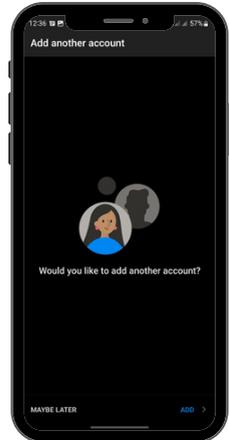
## Step 4



## Step 5



## Step 6



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 [www.systemagic.co.uk/resources](http://www.systemagic.co.uk/resources).

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