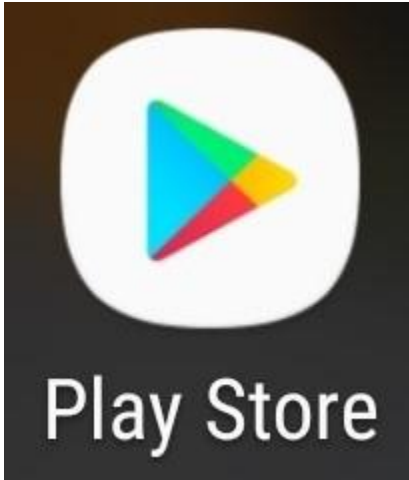


Setup Outlook App on Android Device

Follow these steps to set up the Outlook app on your Android device and sync your contacts.

Install the Outlook app

1. On your mobile device, tap the **Play Store** icon to open the app.



2. In the search bar, type *Outlook* and tap **Microsoft Outlook**. You'll see this information:



3. Tap **Install** and wait for the app to install.

4. Tap **Open**.

5. When the Outlook app opens, tap **Get Started**.

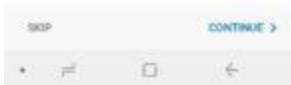
6. You'll be prompted to add an account. Follow the steps to set up your work email address.

7. If you're prompted to choose the **account type**, select **Office 365**.

8. When asked if you want to add another account now, tap **Skip** (shown below).



Would you like to add another account now?

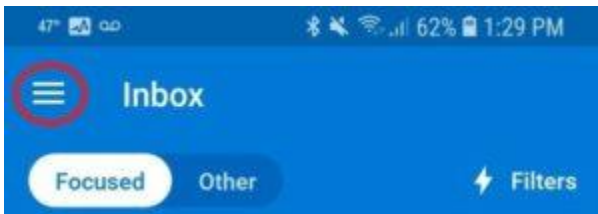


9. Outlook will prompt you to enable notifications, and you will then enter your mailbox.

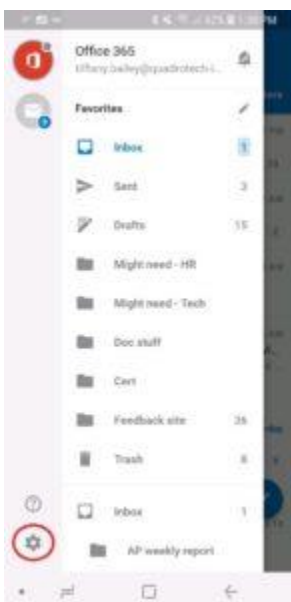
Sync contacts

Next, if desired, sync your contacts from Outlook to your mobile device's Contacts app:

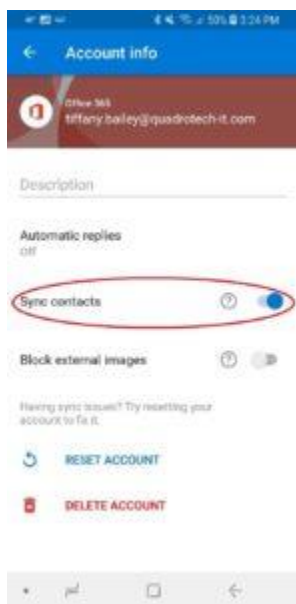
1. Open the Outlook app.
2. Tap the hamburger menu (shown below).



3. Tap the gear icon (shown below).



4. Enable the **Sync contacts** option (shown below).



5. Tap **Allow** to confirm you want to sync your contacts.

Note: Only people you've added to your **My Contacts** list in Outlook are synced, not your organization's Global Address List.