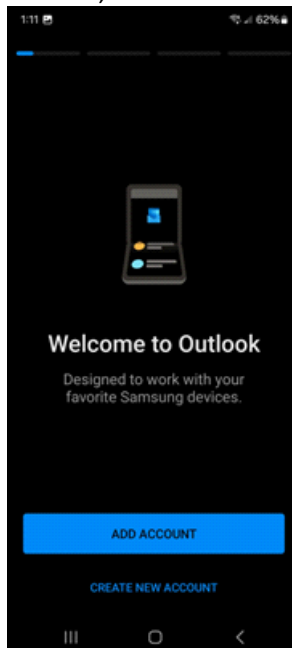# Email - Outlook for Android O365
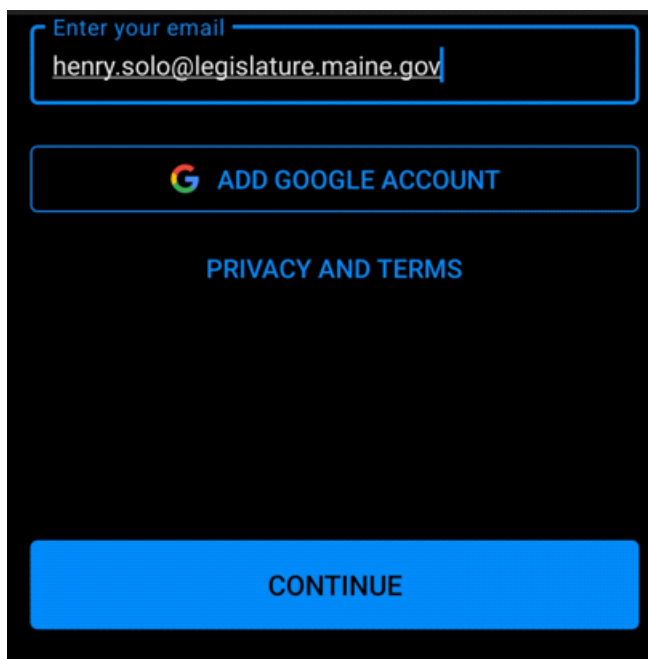
Tuesday, November 2, 2021   12:57 PM

Outlook for Android devices
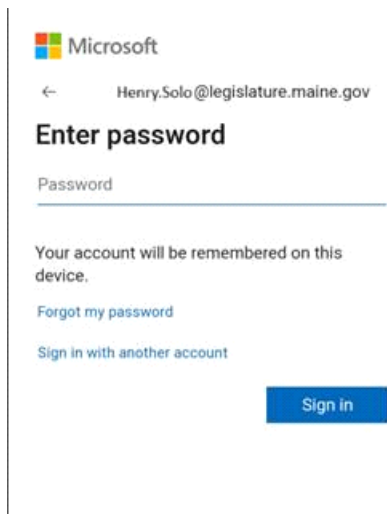
1. Download Outlook from the google play store
2. Open outlook, and select "Add Account"

,

3. On the next screen, enter your email address

4. Select "continue"
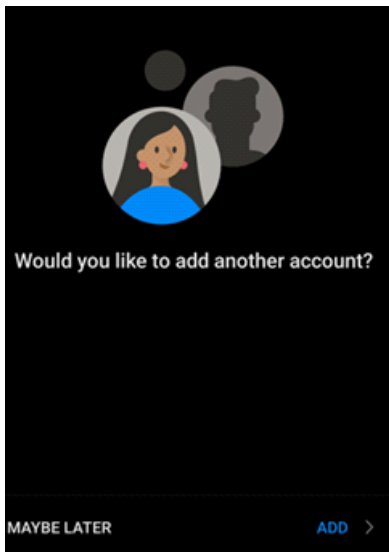5. On the next screen, enter your password

6. Then click "sign in"
7. IF you're using the Microsoft authenticator app, a prompt will pop up asking for approval in your authenticator app, where you will need to enter the number provided.

IF you do not have the authenticator app, the prompt will ask for an ID number from your hardware token or the number in your other preferred authentication method.

8. After authenticating, select "maybe later" on the next screen

9. Click "done"

You're all set!
If you have any questions, please contact LIT at 287-1625