Outlook – Set Up Your Work Email in the Outlook App (For Android Devices)

Last modified on 6/7/2021 by NM

Learn how to install the Outlook app and set up your work email on an Android device.

This document assumes you have the Authenticator App installed on your device.

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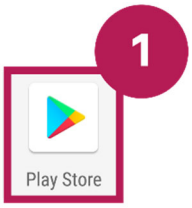
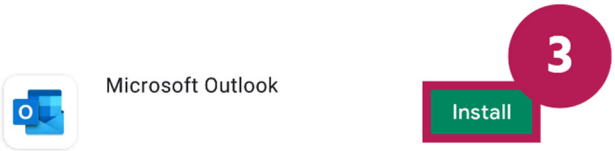
Install the Outlook App

1. Find and tap the Google Play Store app



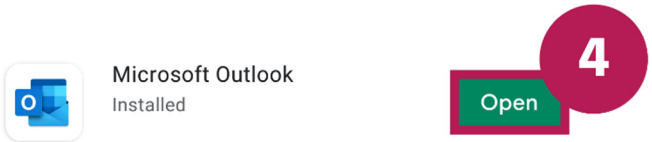
2. In the Search field, type "**Outlook**" and tap the search button

3. The Microsoft Outlook app will appear; tap "**Install**"

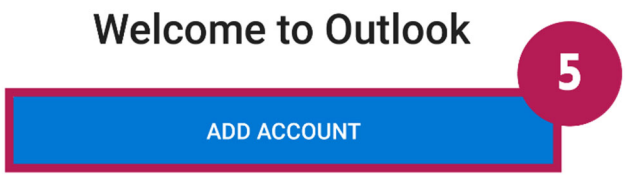


Add an Account

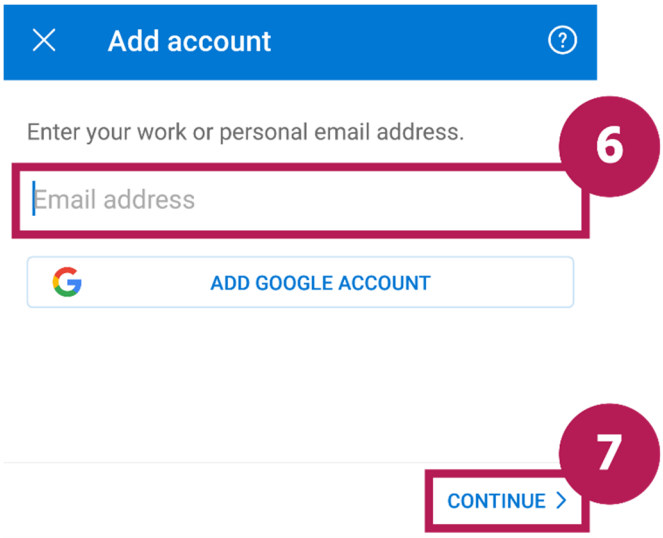
4. After the app has been installed, tap "**Open**"



5. Tap “**Add Account**”

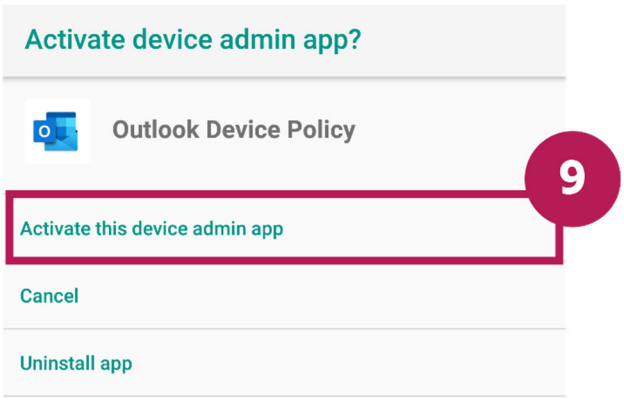
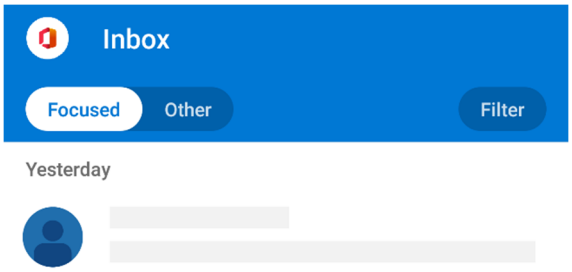


6. Enter your work email address
7. Tap “**Continue**”



8. The “Activate device administrator” screen will appear; tap “**Activate**”

9. Tap “**Activate this device admin app**”



10. Your inbox will appear