

Set up email in the Outlook for Android app

Instructions for setting up Outlook 365 on an Android phone can be found here:

<https://support.office.com/en-us/article/set-up-email-in-the-outlook-for-android-app-886db551-8dfa-4fd5-b835-f8e532091872>

Set up Outlook for Android for the first time

1

Note: If you have a work account that requires the **Intune Company Portal** app, install it from the Google Play Store before setting up Outlook for Android. Your IT admin may or may not also require you to [Enroll your Android device in Intune](#).

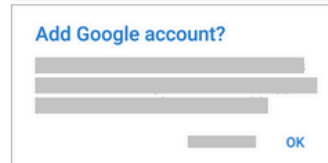
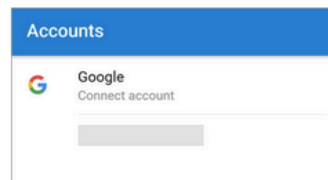
Install the **Outlook for Android** app from the [Google Play Store](#) and then open it.

Tap **Get Started** if this is your first time.

Otherwise, to add another email account, open the **Menu** ≡ > **Settings** ⚙️ > **Add Account** > **Add Email Account**. Then skip to step 4 under [Set up another email account](#) below.

2

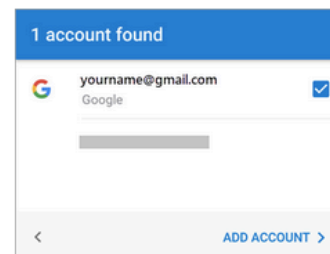
Outlook may detect your Google accounts. To add them to Outlook for Android, tap **Google Connect Account** and then tap **OK** to confirm. Tap **Allow** to give Outlook access to your Contacts.



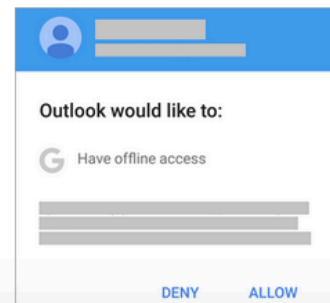
If you don't want to add these accounts, tap **Skip** and then go to step 4 under [Set up another email account](#) below..

3

Select the accounts you'd like to add and tap **Add Account**. You may be asked to sign in.




Tap **Allow** to confirm offline access and any other prompts.



Set up work/school accounts that have additional requirements

Some work and school accounts have additional security requirements before you can use Outlook for Android. If you're not sure which of these situations applies to your work or school account, talk to your Office 365 admin.

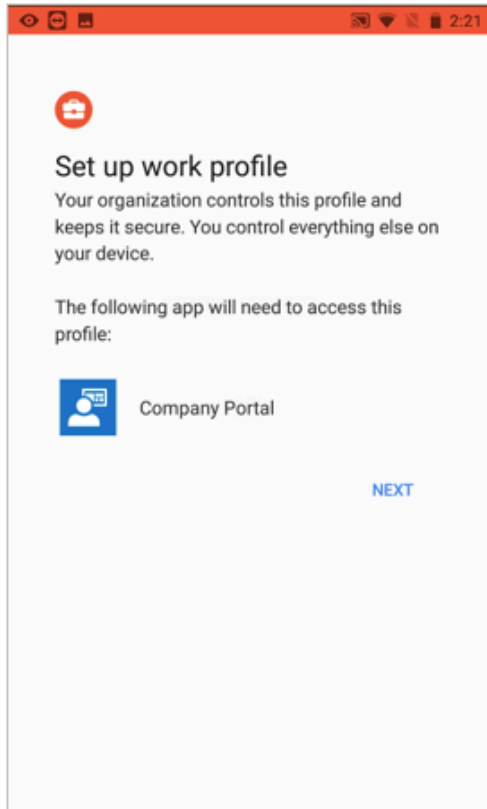
Click on an expander to open it:

On company-managed or provided devices 

Once you begin the enrollment process, you should complete the process in its entirety since pausing for more than a few minutes usually stops your progress and requires you to start over. If this process should fail, you need to return to the Company Portal app to try again.

1. Open the **Google Play Store**. Search for and download the **Intune Company Portal** app.

2. If you are prompted to create a work profile during the enrollment process, refer to the [Create a work profile and enroll your device in Intune](#) article. Otherwise, follow the procedure in the [Enroll your Android device in Intune](#) article to enroll your Android phone or tablet.



Note: In case you are prompted for multi-factor authentication, please refer to [Security info overview](#).

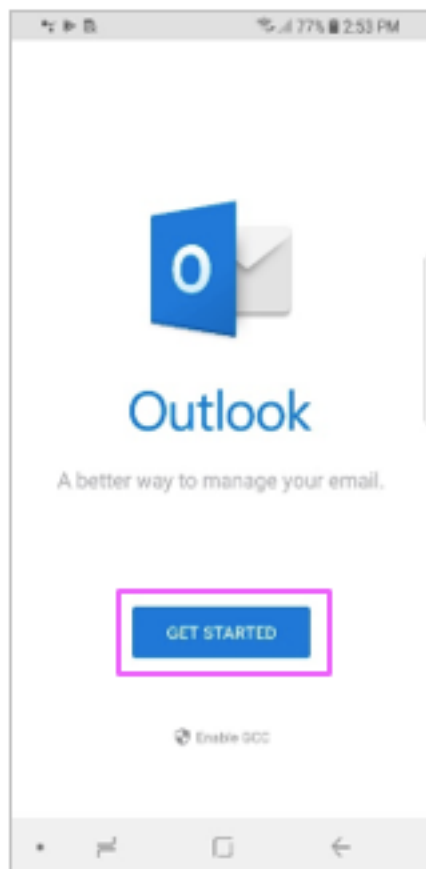
3. Open the Outlook for Android app. If you were prompted to create a work profile, use the work profile instance of Outlook to add your account.



Notes: When a device is enrolled, managed apps – including Outlook – can be installed in a few different ways:

- You install the app from the Company Portal app
- Your company may automatically install it during the enrollment process
- You install the app from Managed Google Play


4. Tap **Get Started**.



5. If your account is found, tap **Continue**.

Note: If your account is not automatically found, enter your company email address, tap **Add Account**, then enter your password when prompted.

6. Enter your email account password, then tap **Sign In**.
7. Your company may have also implemented controls that will require you to Register before you can proceed. By registering, you are verifying your identity so the device can be validated by your organization. If prompted to register your device, tap **Register**.
8. If your IT admin has set additional policies, you may need to tap **Activate** and **Activate** again.



Outlook Device Policy

yourname@yourdomain.com requires Outlook to be activated as a device administrator to ensure security requirements are met for your account.

Activating administrator will allow Outlook to perform the following operations:

- **Set password rules**
Control the length and the characters allowed in screen-unlock passwords.
- **Monitor screen-unlock attempts**
Monitor number of incorrect passwords entered when unlocking screen, and lock phone or erase all phone data if too many incorrect passwords are entered.
- **Lock the screen**
Control how and when the screen locks.
- **Set storage encryption**
Require that stored app data be encrypted.

CANCEL **ACTIVATE**

Note: After you open Outlook, your experience will be determined by a variety of factors including your company's policy settings and whether you previously accessed corporate resources with your device. Follow the prompts that appear on your device for your given circumstances.

You're now ready to start using Outlook for Android! Get the most out of Outlook:

For instructions on how to add your school email account to your Android email, please go to this website: https://support.office.com/en-us/article/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c#ID0EAADAAA=Gmail_app