

Setting up Office 365 on Android Devices

Provided by:



This is a general guide on how to set up an Android tablet or phone with your new Office 365 email. Your device may vary slightly from the images provided below.

1. Begin by downloading the Microsoft Outlook app from the Google Play Store. The app is free.



2. Open the app and select Add Account.
3. Enter your email address and password as prompted.
4. If you are prompted for any settings, use the following:
 - a. Username: Your full email address
 - b. Password: Your email account password
 - c. Server/Host: Use outlook.office365.com
5. You may be required to add a lock to your phone (passcode, PIN, or fingerprint) and/or agree to additional security requirements.

Please contact SmartPath with any questions.