

How to Setup Office365 email in the Outlook for Android app

Google Play Store

If you haven't already, download the Outlook app from Google Play Store

1. Open Outlook for Android. The icon looks like this:



2. Tap Get Started if it's your first time or go to Settings > Add Account > Add Email Account.

3. Enter your full email address, then tap Continue.

4. Enter your email account password and tap Sign In or Next.



@lakewoodmontessori.org



Enter password

Password

Sign in

[Forgot my password](#)

[Sign in with another account](#)

5. Outlook may request permission to access your calendar, contacts, etc. Tap Yes or Allow.



Let this app access your info?

Email needs your permission to:

- **Sync your emails, contacts, calendar and tasks, and send emails**
- **Access your info at any time**
- **Access your email addresses**
- **Sync and send emails**

You can change these application permissions at any time in your account settings.

Yes

No

6. You're now ready to use Outlook for Android!

Online URL: <https://support.quikbox.com/article.php?id=4>