

## Office 365 (Outlook for Android) – Configuring the Outlook App



1. Once you have installed the Outlook app, open the app.



A better way to manage your email.

Get Started

[View our Privacy Policy](#)

2. Tap **“Get Started”**.

## Add Email Account

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Enter your work or personal email address.

yourname@provider.com

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Add Account

Microsoft may email you about Outlook Mobile. You can unsubscribe at any time.

[Privacy Statement](#)

3. Enter in your **RIC email**.
4. Tap **“Add an Account”**.

← Add Email Account

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Select your email provider:

### MICROSOFT



Office 365



Outlook.com



Exchange

### OTHER



Yahoo! Mail



iCloud



Google

### ADVANCED



IMAP

5. Tap **“Office 365”**.



sbadger@ric.edu

Password

Sign in

[Can't access your account?](#)

6. Enter in your password.

[Add Another Account](#)

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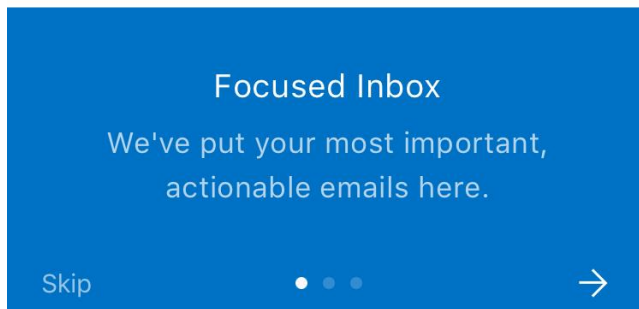
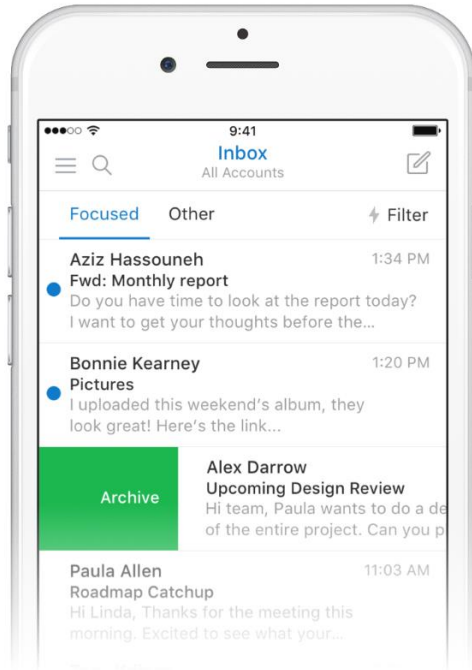


Would you like to add another account?

Maybe Later

Let's Do It!

7. Tab **“Maybe Later”**.



8. You can either do:
  - Tap the **right arrow** to go through the different screens providing you with some information about the Outlook app
  - Tap “**Skip**” button to go right into the Outlook app.
9. You are now seeing your email listed in your Outlook app.