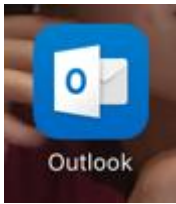


Office 365 (Outlook for Android) – Configuring the Outlook App



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

Enter your work or personal email address.

yourname@provider.com

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”**.
5. Click **“Not an Exchange Account”** located at the bottom of the screen.



Add Email Account

Select your email provider:

MICROSOFT



Office 365



Outlook.com



Exchange

OTHER



Yahoo! Mail



iCloud



Google

ADVANCED



IMAP

6. Tap **“Office 365”**.



Sign in

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

7. Enter in your password.

[Add Another Account](#)

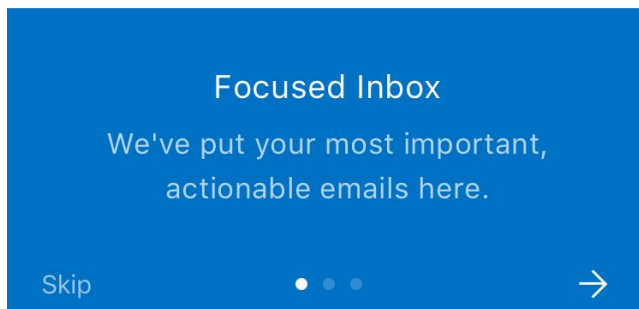
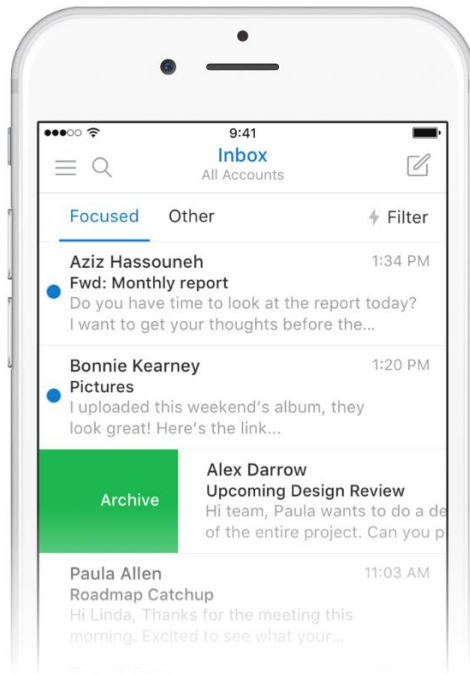


Would you like to add
another account?

Maybe Later

Let's Do It!

8. Tab **“Maybe Later”**.



9. 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.
10. You are now seeing your email listed in your Outlook app.