



Use the Outlook for Android app



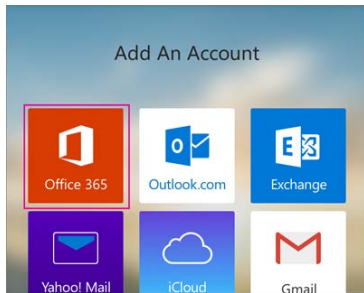
Use the built-in Android mail app

**Note** Outlook for Android requires a device running Android 4.0 or later. App availability varies so find out what's available in your country.

1. Download the Outlook for Android app from the Google Play store if you haven't installed it yet.

If you already have it installed, open it and then depending on your device, tap the navigation control at the bottom of your Android, or tap **More > Settings > Add Account**.

2. Tap **Office 365**.

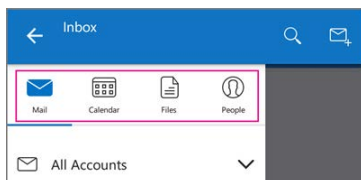


3. Enter your username@geneva.edu, for example jduser@geneva.edu, type your password, and then tap **Sign in**.

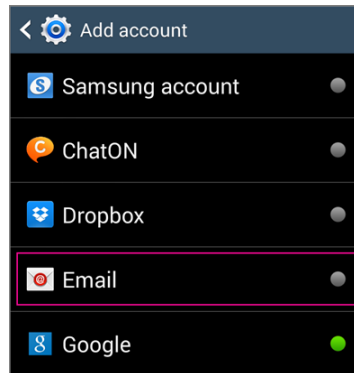
**Note** If you previously selected Exchange to set up your account you may receive a message about security upgrades and you need to re-sign in. Follow the prompts and sign in with your full email address and password.

Outlook for Android then starts syncing the account.

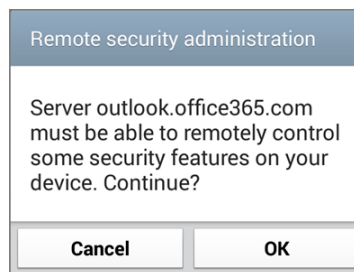
4. To view your calendar, files, or contacts from the app, tap **More**



1. Tap **Settings > Accounts > Add account > Email**. This application might be named **Mail** on some versions of Android.

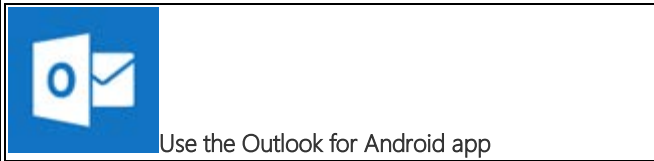


2. Type your username@geneva.edu, for example jduser@geneva.edu, type your password, and then tap **Next**.
3. Select the **Exchange** option.
4. Depending how the Office 365 administrator in your organization set up your account, you might receive a message about additional security features. Select **OK** to continue.



5. Once the device verifies the server settings, the **Account Options** page opens. Accept the defaults or select the options for how you want to receive and send your mail, and then tap **Next**. (You may need to scroll down to see **Next**.)
6. On the **Set up email** page you can change the name of your account. When you're finished tap **Done**.

If your device can't connect make sure you typed your email address and password correctly and try again. If you still can't connect try setting it up manually following the steps below.



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5. To learn more about using Outlook for Android, tap the navigation control at the bottom of your device, or tap **Menu > Help**. Or, see Frequently asked questions about Outlook for iOS and Android.

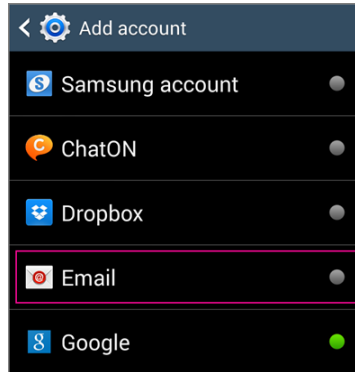
You can have more than one account in Outlook for Android. Select the type of account you want to add and follow those steps.

#### Delete an account

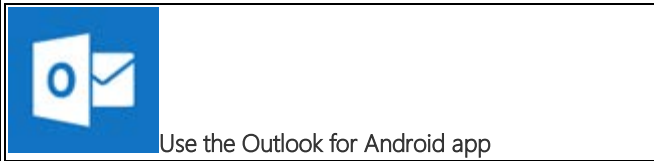
1. Depending on your device, tap the navigation control at the bottom of your device, or tap **More > Settings**.
2. Tap the account you want to delete.
3. Select **Remove Account from Device and Remote**.

#### Manual set up

1. Tap **Settings > Accounts > Add account > Email**. This application might be named **Mail** on some versions of Android.



2. Type your `username@geneva.edu`, for example `jduser@geneva.edu`, type your password, and then tap **Next**.
3. Select **Manual**.
4. Review the settings on the **Exchange server settings** page and update if necessary.
  - o **Email** Make sure your `username@geneva.edu`, for example, `jduser@geneva.edu`.
  - o **Domain\Username** Type your `username@geneva.edu` in this box, for example, `jduser@geneva.edu`. If **Domain** and **Username** are separate text boxes in your version of Android, leave the **Domain** box empty, and type your `username@geneva.edu` in the **Username** box.
  - o **Password** Use the password that you use to access your account.
  - o **Exchange Server** The server name for Office 365 for business is `outlook.office365.com`.
  - o Make sure the **Use secure connections (SSL)** box is checked.



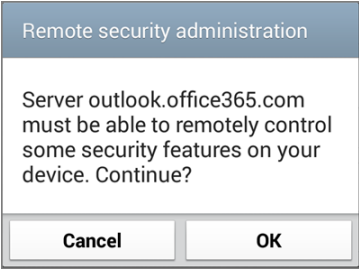
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A screenshot of the 'Exchange server settings' screen. It includes fields for 'Email address' (iduser@geneva.edu), 'Domain\username' (jduser@geneva.edu), 'Password' (masked with dots), 'Exchange server' (outlook.office365.com), and checkboxes for 'Use secure connection (SSL)' (checked) and 'Use client certificate' (unchecked). There is also a 'Client certificate' button and a 'Mobile device ID' field.

- 5. Tap **Done**.
- 6. Depending how the Office 365 administrator in your organization set up your account, you might receive a message about additional security features. Select **OK** to continue.



- 7. Accept the defaults or make changes for how you want your account to sync on your device. When you're finished, swipe to the bottom and tap **Next**.
- 8. On the **Set up email** page you can change the name of your account. When you're finished tap **Done**.