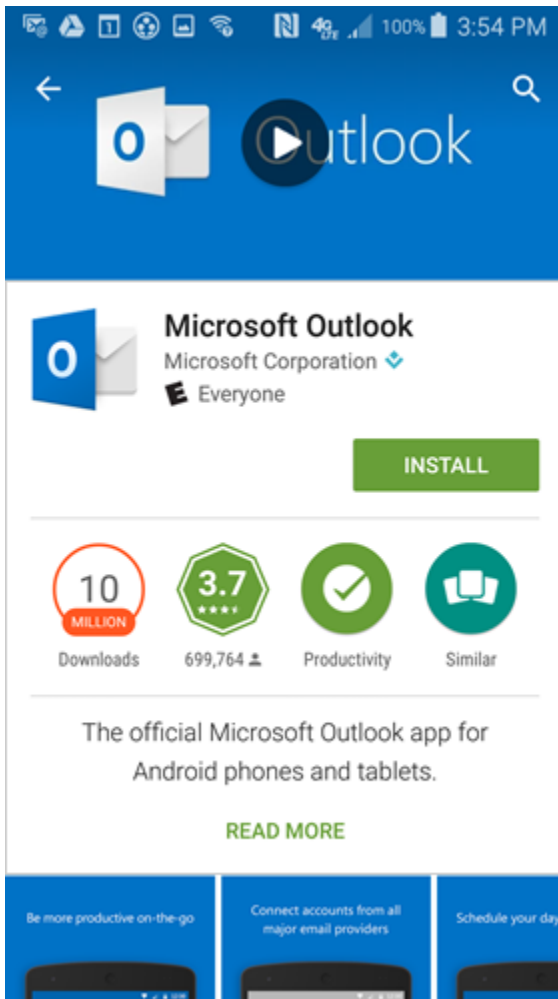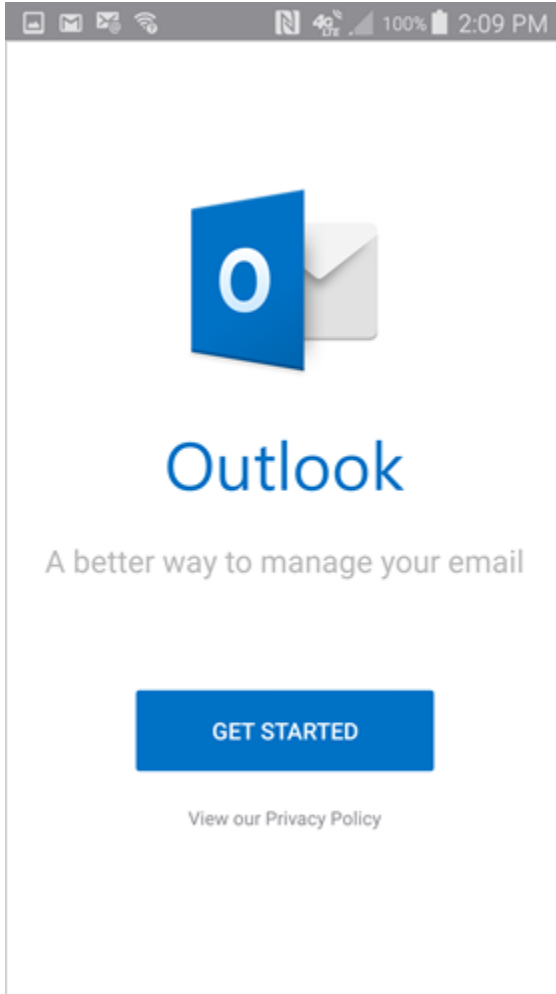# How to Configure the Android Outlook App for Office 365

The Microsoft Outlook app is the recommended way to access your Office 365 email and calendar on an Android device. Outlook is compliant with Averett's information security requirements

1. On your mobile device, go to the Google Play Store and install the [Microsoft Outlook app](#).
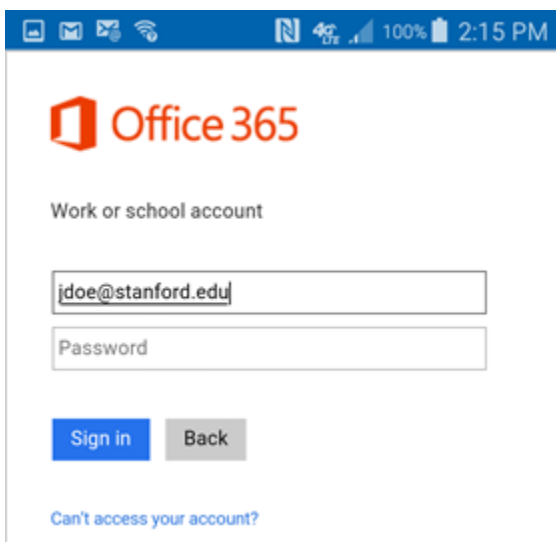

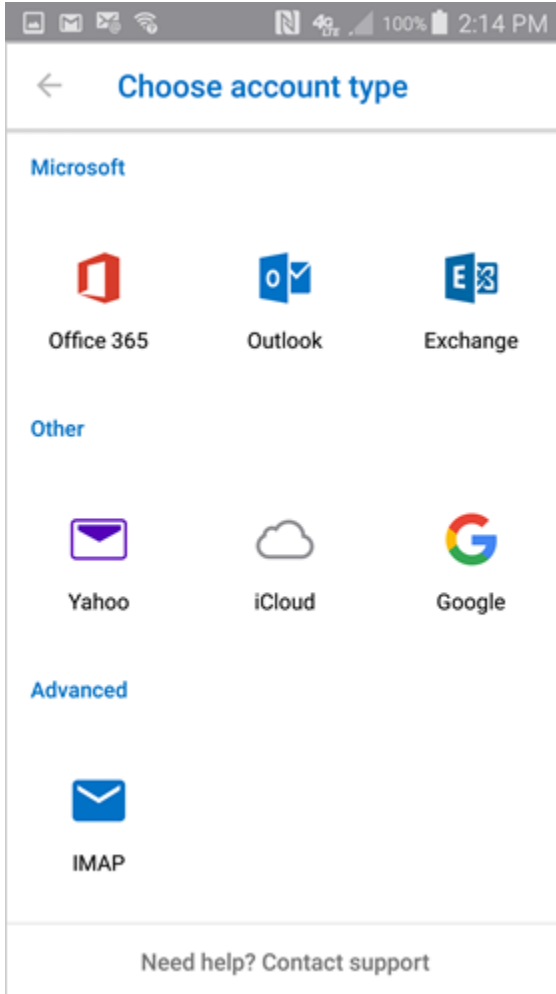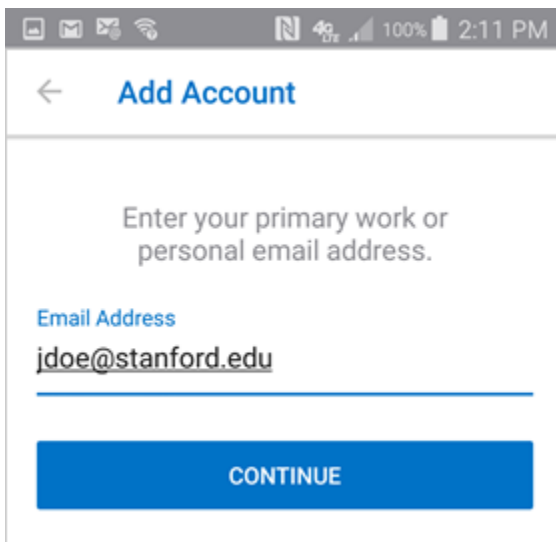2. Open the app after it is installed.

3. Tap **Get Started**.

4. Enter your @averett.edu email address and then tap **Continue**. NO PASSWORD IS REQUIRED AT THIS POINT.
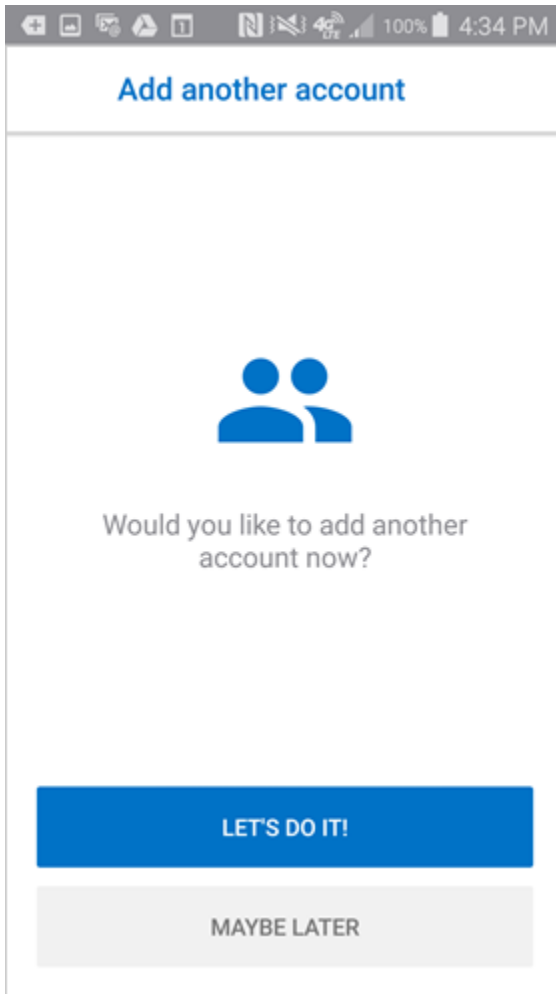
5. When prompted to choose an account type, tap **Office 365**.

6. Enter your @averett email address and tap **Sign In**.

7. You have the option to add another account. Tap **Maybe Later** to proceed to your Office 365 email in Outlook.

8. A few screens of help text are presented, which you can read or skip. Your Office 365 Inbox then displays.