

# **Outlook Setup Manual (Android)**

**Version 1.0**

**Aug 1 2018**

## 1. Using Outlook for Android

**Note:** You need a device running Android 4.0 or later to use Outlook for Android.

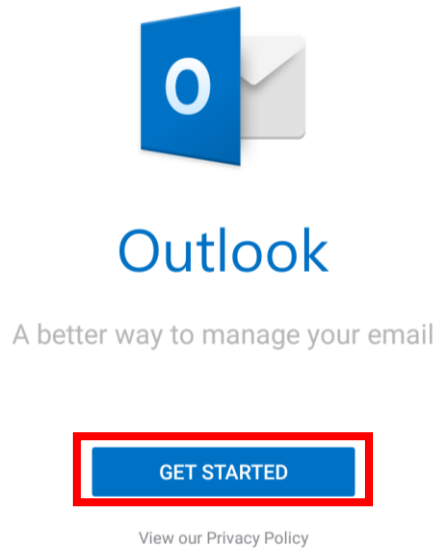
By using Outlook for Android, you can access emails, calendar, contacts, and OneDrive files without using separate applications.

**Note:** You cannot access tasks from Outlook for Android.

1. If Outlook for Android is not installed yet, download [Outlook for Android](#) from Google Play Store. If Outlook for Android is already installed, launch it, tap [**Settings**], [**Add Account**], and [**Add Email Account**], and then proceed to Step 3.

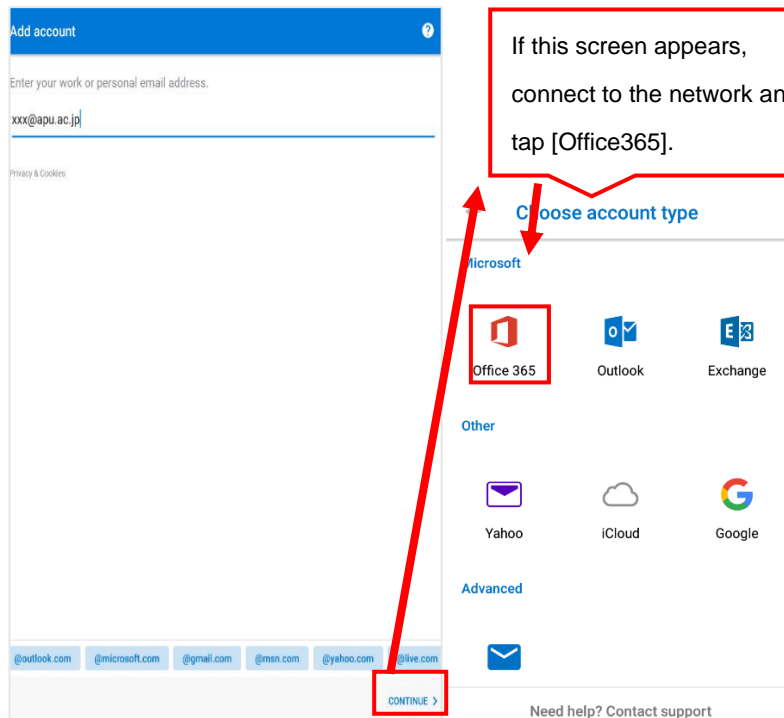


2. Tap **[GET STARTED]**.

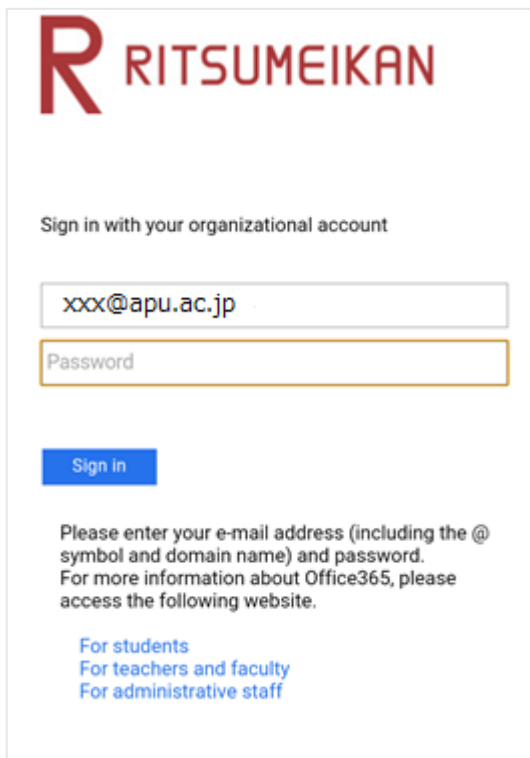


3. Enter your own email address (including the text string after @), and tap **[CONTINUE]**. If you are not connected to the network, the screen shown below appears.

Connect to the network, tap **[←]**, and then enter your email address again.

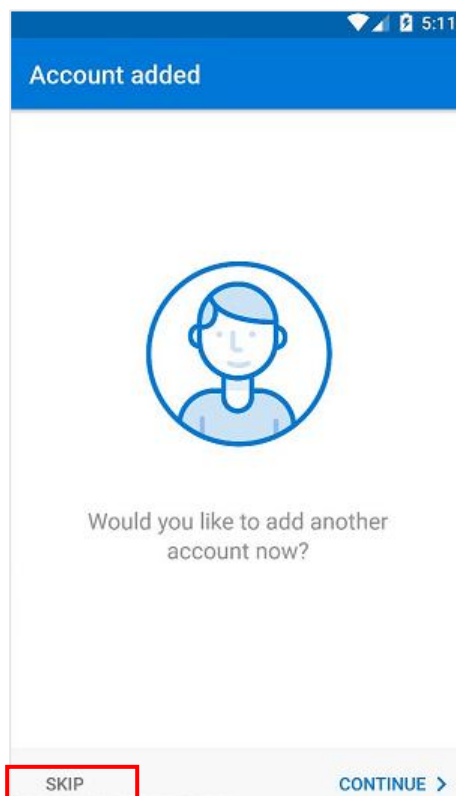


4. When the screen changes, tap **[Sign in]**.

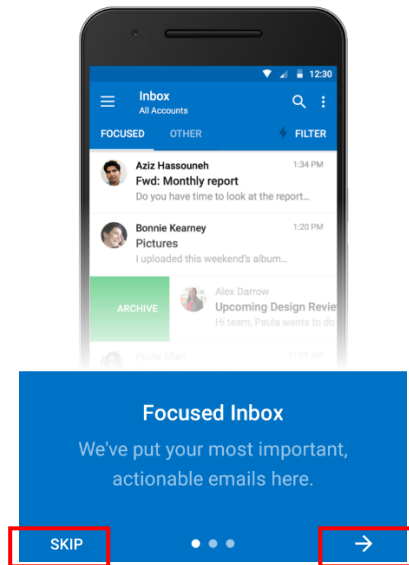


The image shows a sign-in screen for RITSUMEIKAN. At the top left is the RITSUMEIKAN logo, consisting of a large red 'R' followed by the word 'RITSUMEIKAN' in red capital letters. Below the logo, the text 'Sign in with your organizational account' is displayed. There are two input fields: the first contains the email address 'xxx@apu.ac.jp' and the second is labeled 'Password'. A blue 'Sign in' button is positioned below the fields. At the bottom, there is a paragraph of text: 'Please enter your e-mail address (including the @ symbol and domain name) and password. For more information about Office365, please access the following website.' Below this text are three links: 'For students', 'For teachers and faculty', and 'For administrative staff'.

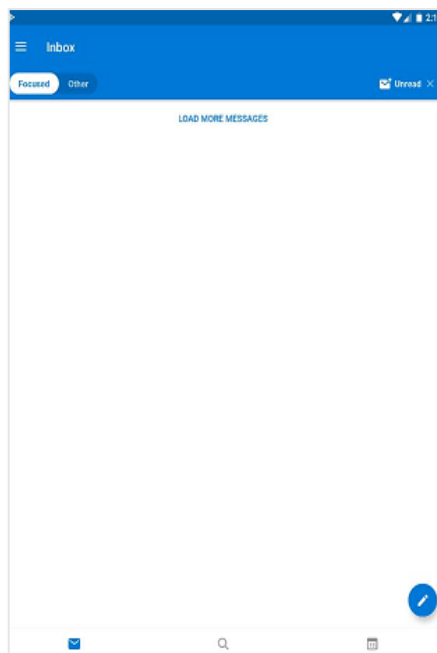
5. Tap **[SKIP]**.



6. A description is displayed. Tap [→] to read more or [SKIP] to skip it.




7. Outlook for Android starts synchronizing the account information.  
\* It may take time before synchronization completes. If you see some of the emails are not displayed, wait until synchronization completes.



**Note:** If you have already set up your account in Exchange, a message related to the security update program may appear and you will need to sign in again. Follow the displayed instruction and use your email address and password to sign in.


8. To display other functions in Outlook for Android, tap the corresponding icon. The icons below represent, from left to right, **[Email]**, **[Calendars]**, **[Files]**, **[Contacts]**.




9. To view how to use Outlook for Android, tap  **[Settings]** and **[Help & Feedback]**.

Or, refer to [“Frequently asked questions about Outlook for iOS and Android .”](#)

## 2. Adding Account

1. Tap  **[Settings]**.
2. Tap **[Add Account]**.
3. Tap **[Add Email Account]**.
4. Repeat the procedure from Step 1-3.

## 3. Deleting Account

1. Tap  **[Settings]**.
2. Tap the account to delete.
3. Tap **[DELETE ACCOUNT]**. If the specified Outlook account is configured on multiple devices, the following screen may appear. If you want to delete the account from this device only, tap **[Delete from this device]**.

