

OUTLOOK FOR ANDROID (OFFICE 365)

This guide is compatible for the latest Android version for phone and tablet devices that use the Android operating system.



1. Download the Outlook for Android app from the Google Play Store

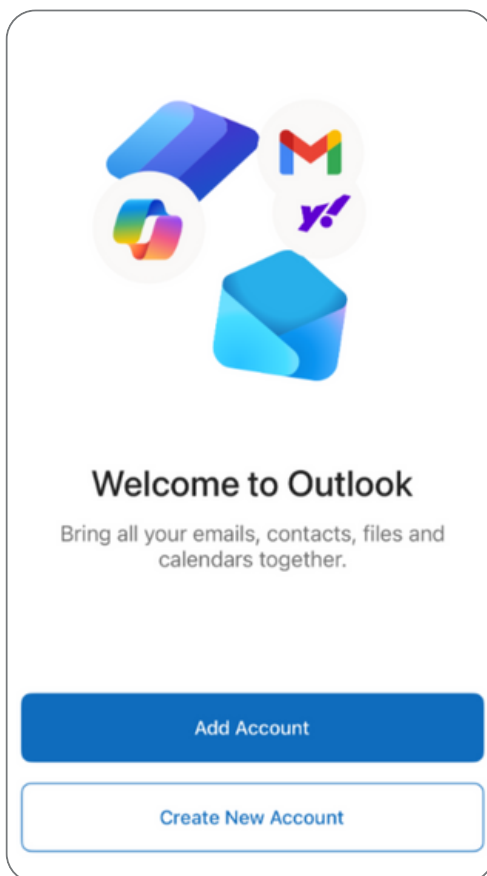
Scan the QR code below with your Android device, or tap the Play Store button to go directly to the app page.



2. Once downloaded, open the app

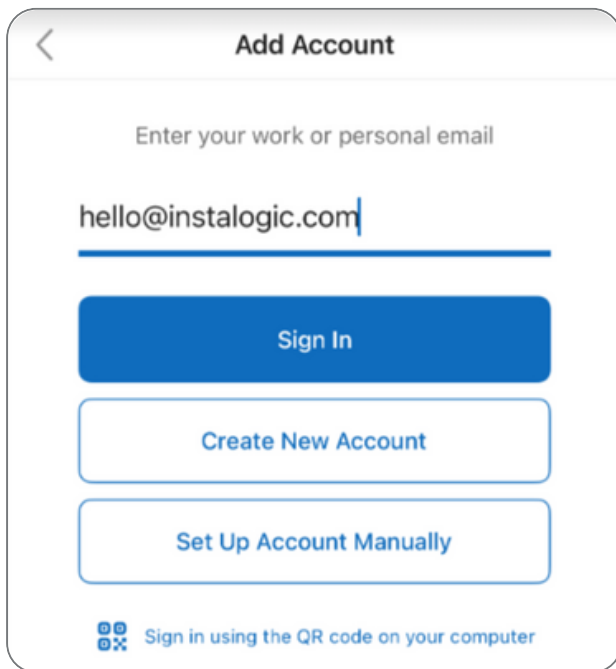
Select '**Add Account**' to add an existing email account.

If you do not have a Microsoft account, select '**Create New Account**' and follow the prompts to create a new account.



3. Enter your email address and click 'Sign-In'

Outlook might automatically detect and select your email account. If this happens, tap '**Continue**' to add the account. Alternatively, you can tap '**Skip**' to manually enter a different email address



< Add Account

Enter your work or personal email

hello@instalogic.com

Sign In

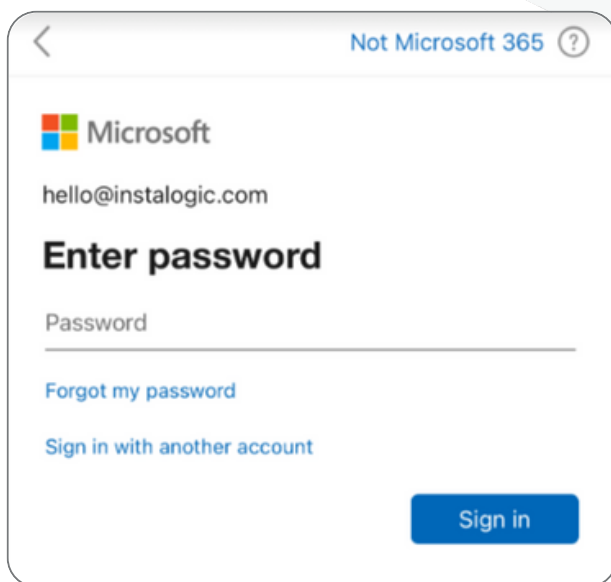
Create New Account

Set Up Account Manually

 Sign in using the QR code on your computer

4. Enter your account password and click 'Sign-In'

If multi-factor authentication is enabled for your account, follow the steps provided to complete the verification process. This may require the **Microsoft Authenticator** app to verify your identity.



< Not Microsoft 365 ?

 Microsoft

hello@instalogic.com

Enter password

Password

[Forgot my password](#)

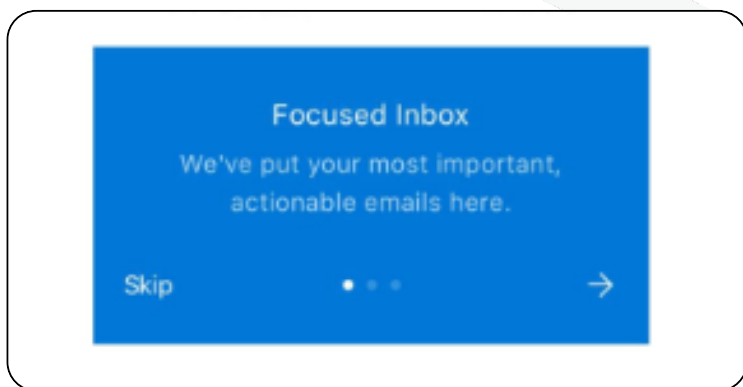
[Sign in with another account](#)

Sign in

After sign-in, if prompted to add another account, select '**Maybe Later**' to skip, or click '**Add Account**' to add a second account.

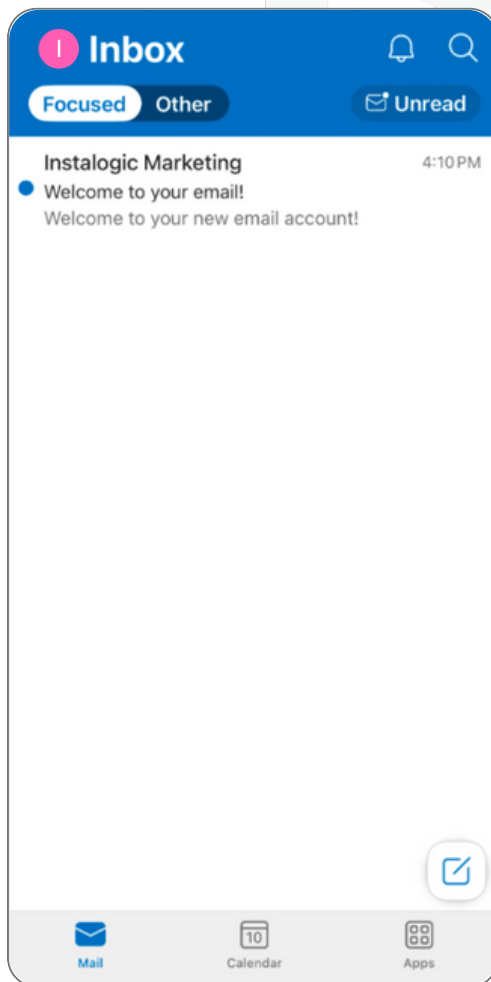
You can always add another account at a later time through the app settings.

5. Go through the app tutorial by clicking the bottom right arrow, or tap 'Skip' to skip it



6. Once you see your Inbox, you are all set!

Please allow a few moments for your mail to fully download.



For any questions or further assistance, email us support@instalogic.com