

SET-UP MICROSOFT 365 IN SAMSUNG EMAIL APP

This guide focuses on setting-up 365 email, however, the same steps can be applied for Exchange or Outlook within the same Email app.

1. Open the Samsung Email app on your Samsung device

Click the logo to access the app page on your Samsung device to download or open the app



2. Select Office 365.

Set up Email



Google



Yahoo



Hotmail
Outlook



Exchange



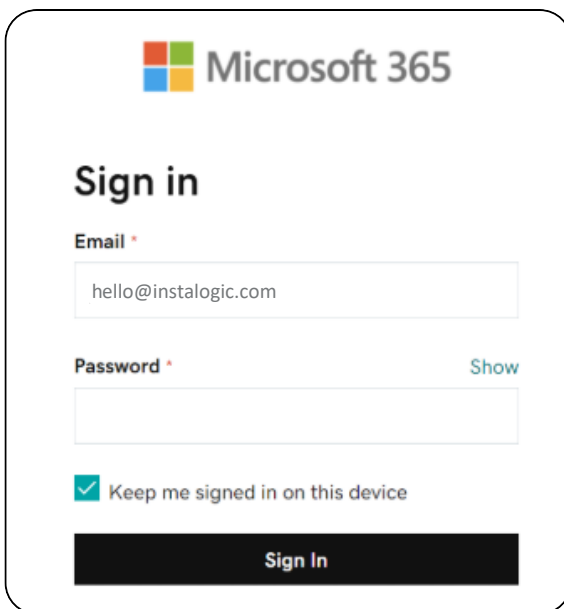
Office365



Other

**3. Enter your Microsoft 365 email address and password.
Then click 'Sign-In'.**

You may need to choose your account type as Work or School, or Personal, to continue.



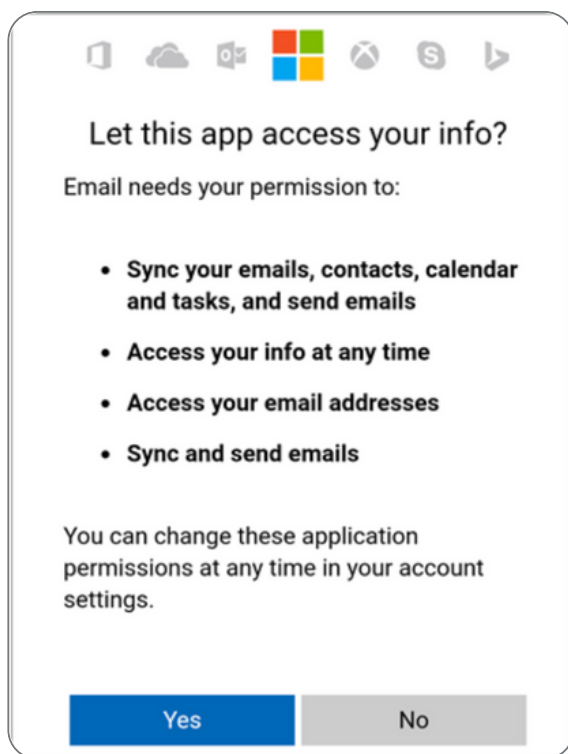
The screenshot shows the Microsoft 365 sign-in interface. At the top is the Microsoft 365 logo. Below it is the heading "Sign in". There are two input fields: "Email *" with the value "hello@instalogic.com" and "Password *". To the right of the password field is a "Show" link. Below the password field is a checkbox labeled "Keep me signed in on this device" which is checked. At the bottom is a black "Sign In" button.

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.

4. After sign-in, the Email app may request certain permissions.

Tap **'Yes'**

Allow a few moments for your inbox to sync, then you are all set!



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