Android mobile setup
Office and email on Android
Set up Outlook for Android app
Set up Android Email app
Set up Office apps on Android
iPhone or iPad setup
Windows Phone setup
Other mobile devices
Troubleshooting on Mobile

Set up email in the Outlook for Android app

Outlook for Office 365, Outlook for Office 365 for Mac, Outlook 2019, Outlook 2016, More...

If you're having trouble using the Outlook for Android mobile app, Open an in-app Outlook support ticket.

If you have a work or school account that uses Office 365 for business or Exchange-based accounts, there may be additional requirements set by your IT admin. For example, if you have a company-managed device, an on-premises Exchange server configured for basic authentication, or your company requires mobile app management for app protection. See the section Set up Outlook for Android with additional requirements below for specific instructions.

Set up Outlook for Android for the first time

1

Note: If you have a work account that requires the **Intune Company Portal** app, install it from the Google Play Store before setting up Outlook for Android. Your IT admin may or may not also require you to Enroll your Android device in Intune.

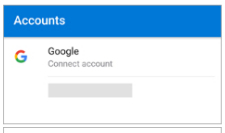
Install the **Outlook for Android** app from the Google Play Store and then open it.

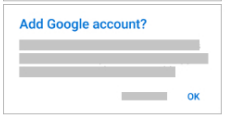
Tap **Get Started** if this is your first time.

Otherwise, to add another email account, open the **Menu** ☰ > **Settings** ⚙ > **Add Account** > **Add Email Account**. Then skip to step 4 under Set up another email account below.

2

Outlook may detect your Google accounts. To add them to Outlook for Android, tap **Google Connect Account** and then tap **OK** to confirm. Tap **Allow** to give Outlook access to your Contacts.

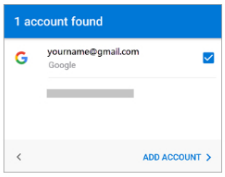




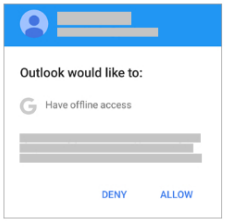
If you don't want to add these accounts, tap **Skip** and then go to step 4 under Set up another email account below..

3

Select the accounts you'd like to add and tap **Add Account**. You may be asked to sign in.



Tap **Allow** to confirm offline access and any other prompts.



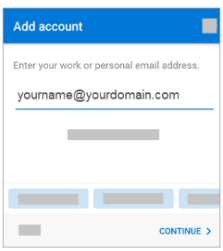
To add another email account, tap **Continue** and go to Step 4, otherwise tap **Skip**.

Set up another email account

4

Enter your full email address, then tap **Continue**.

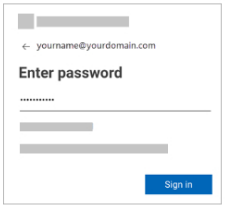
Note: If you're asked to choose your provider, you'll have to Set up your Exchange manually or set up an IMAP or POP account.



5

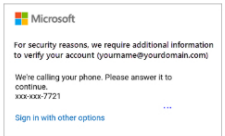
Enter your email account password and tap **Sign In** or **Next**.

Note: The sign in screen may look different for you depending on your email provider.



6

If multi-factor authentication is enabled, verify your identity. For more information, see Security info overview.



Set up work/school accounts that have additional requirements

Some work and school accounts have additional security requirements before you can use Outlook for Android. If you're not sure which of these situations applies to your work or school account, talk to your Office 365 admin.

Click on an expander to open it:

- On company-managed or provided devices
- If your company uses Intune app protection policies
- If you connect to an on-premises Exchange server
- General steps to set up an Exchange or Office 365 work or school account manually

Need more help setting up Outlook for Android?

This article was **last updated on December 3, 2018** because of your feedback. If you still need help setting up email using Outlook for Android, Open an in-app Outlook support ticket or tell us about your question in detail using the comment box below so we can address it in the future.

- I want to set up an IMAP or POP account.
- I want to change my password.
- I'm having setup, sync, or other issues in the Outlook app.

Get the most out of Outlook

Optimize the Outlook mobile app for your phone or tablet

Outlook for Android Cheat Sheet

Expand your Office skills

EXPLORE TRAINING >

Get new features first

JOIN OFFICE INSIDERS >

Was this information helpful? Yes No

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