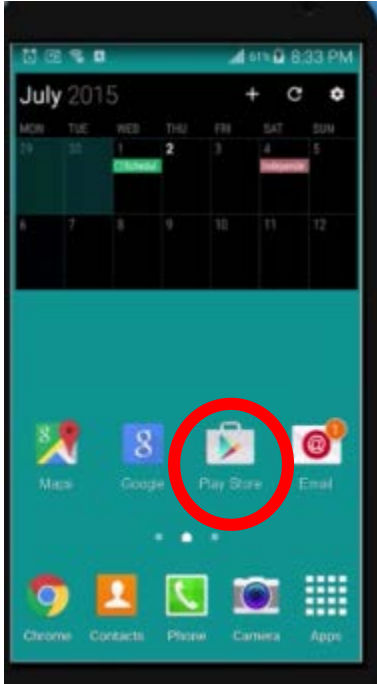
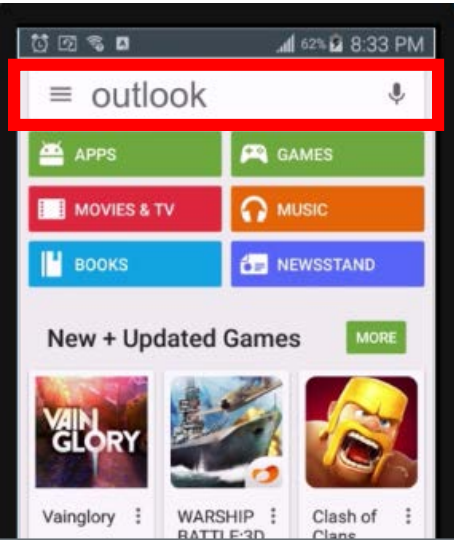


Setting Up Your Office 365 Account on your Android Device

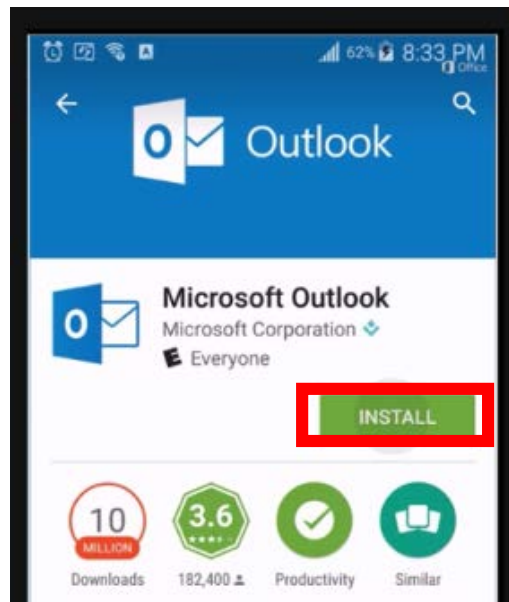
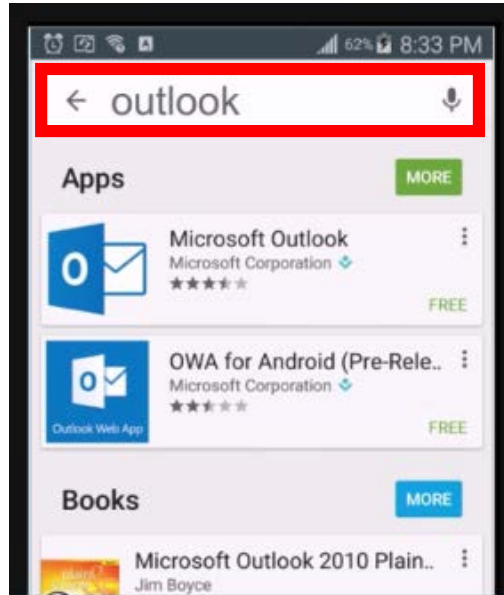
Yale ITS recommends using the Outlook Application to set up your Office 365 account.

To view an instructional video on how to set up your new O365 via the Outlook app on your Android device, [view the Microsoft support video](#).

Step	Action	Screen Shot
1	Go to the Play Store.	 A screenshot of an Android home screen. At the top, there is a calendar for July 2015. Below the calendar is a dock with several app icons: Maps, Google, Play Store, and Email. The Play Store icon is circled in red. At the bottom, there is another dock with icons for Chrome, Contacts, Phone, Camera, and Apps.
2	Search for Outlook .	 A screenshot of the Google Play Store search results for 'outlook'. The search bar at the top contains the word 'outlook' and is highlighted with a red box. Below the search bar are several category buttons: APPS, GAMES, MOVIES & TV, MUSIC, BOOKS, and NEWSSTAND. Underneath these buttons, there is a section titled 'New + Updated Games' with a 'MORE' button. Three game thumbnails are visible: Vainglory, WARSHIP BATTLE-3D, and Clash of Clans.

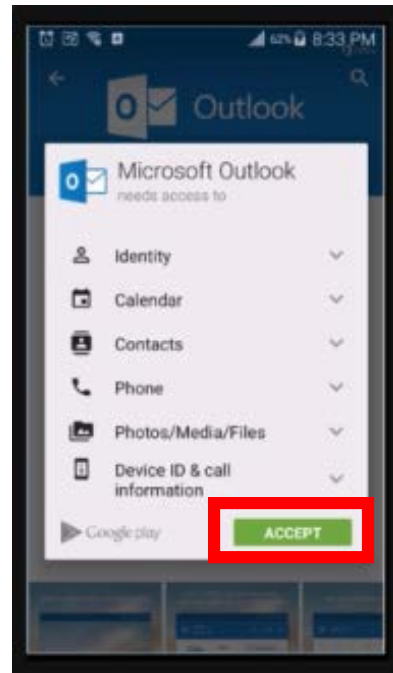
3

Tap Microsoft Outlook,
then tap **Install**.



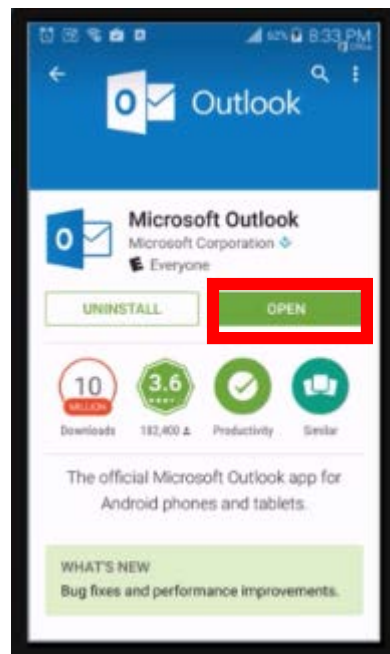
4

Tap **Accept**.



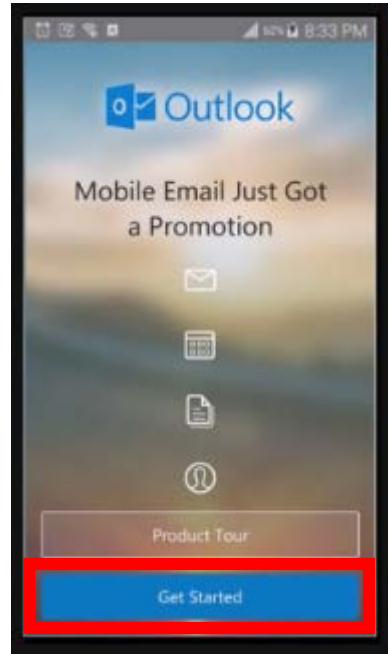
5

When the installation is complete, tap **OPEN** to open the app.



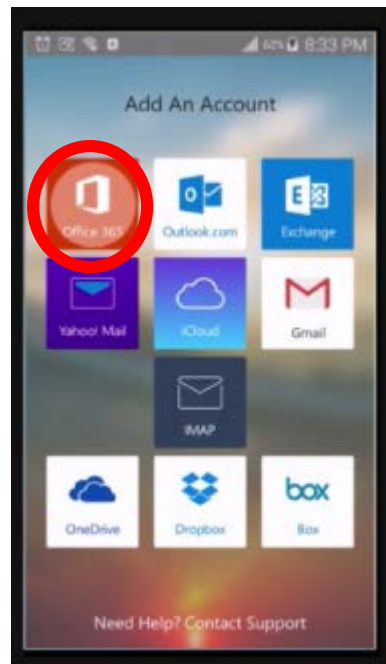
6

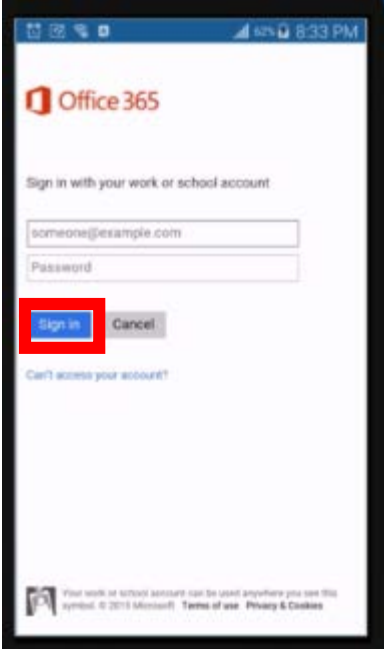
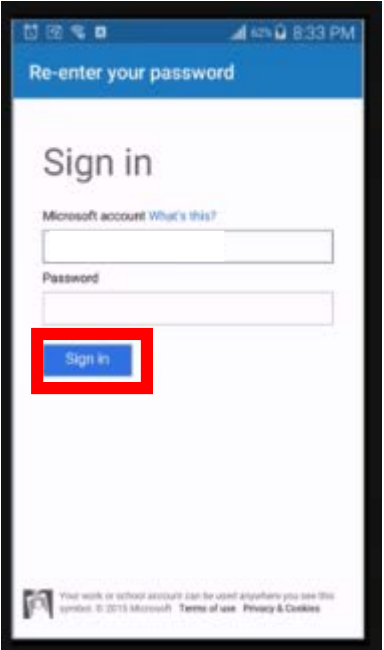
Tap **Get Started**.

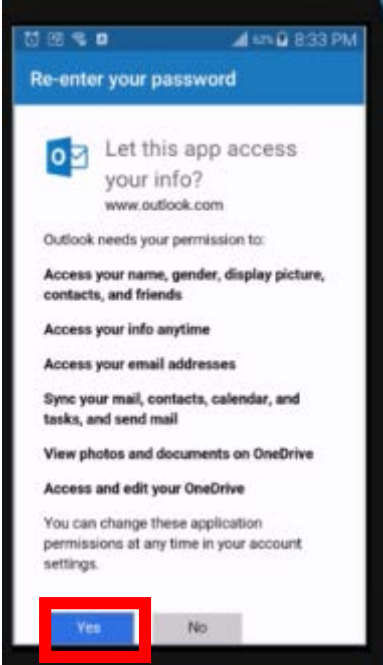


7

Tap **O365**.



<p>8</p>	<p>Enter your @yale.edu email address and Net ID Password and click Sign In.</p>	 <p>The image shows a mobile phone screen displaying the Office 365 sign-in interface. At the top, the Office 365 logo is visible. Below it, the text reads "Sign in with your work or school account". There are two input fields: one for the email address (containing "someone@example.com") and one for the password. A blue "Sign in" button is highlighted with a red box, and a grey "Cancel" button is to its right. Below the buttons, there is a link that says "Can't access your account?". At the bottom, there is a small icon and text: "Your work or school account can be used anywhere you see this symbol. © 2013 Microsoft Terms of use Privacy & Cookies".</p>
<p>9</p>	<p>IF Prompted, sign in again using the same email address and password.</p>	 <p>The image shows a mobile phone screen displaying the "Re-enter your password" screen. The title bar at the top says "Re-enter your password". Below it, the text reads "Sign in". There is a link that says "Microsoft account? What's this?". There are two input fields: one for the Microsoft account (which is empty) and one for the password (which is empty). A blue "Sign in" button is highlighted with a red box. At the bottom, there is a small icon and text: "Your work or school account can be used anywhere you see this symbol. © 2013 Microsoft Terms of use Privacy & Cookies".</p>

<p>10</p>	<p>If you see this access screen, tap Yes. This will allow the Outlook App to access the information listed.</p> <p><i>Note: You can change permissions any time in your account settings.</i></p>	
<p>11</p>	<p>Account added successfully! You have completed setting up your Office 365 account using the Outlook application for iOS devices. You should see your @yale.edu email address displayed at the top of the page.</p>	