

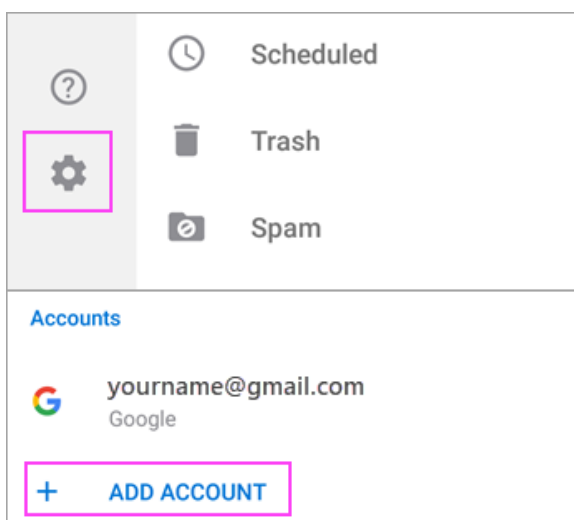


## Set up your account in Outlook Mobile for Android

### For Android

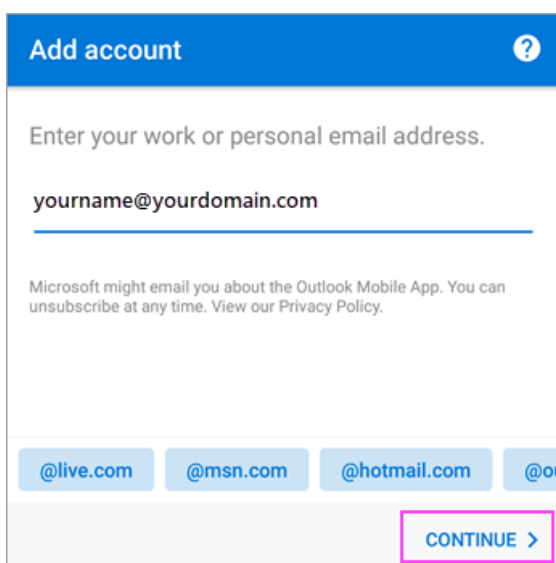
**Note:** The Outlook app is available for free from the [Google Play Store](#)

1. Download and Open the Outlook for Android app
2. Tap Get Started if it's your first time. Otherwise, open the Menu and tap Settings > Add Account > Add Email Account



3. Enter your **username@xyz.co.uk**, 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. If you need to manually enter the server address it is mail.office365.com





4. Enter your email account password and tap Sign in or Next

Microsoft

yourname@yourdomain.com

Enter password

Password

Back Sign in

5. If 2-step verification is enabled, verify yourself using the method you set up

Microsoft

yourname@yourdomain.com

Enter code

We texted your phone +X XXXXXXXX21.  
Please enter the code to sign in.

code

Verify

Having trouble? [Sign in another way](#)

6. Tap Activate. Outlook may also request permission to access your calendar, contacts, etc. Tap Yes or Allow.

Outlook Device Policy

yourname@yourdomain.com requires Outlook to be activated as a device administrator to ensure security requirements are met for your account.

Activating administrator will allow Outlook to perform the following operations:

- **Set password rules**  
Control the length and the characters allowed in screen-unlock passwords.
- **Monitor screen-unlock attempts**  
Monitor number of incorrect passwords entered when unlocking screen, and lock phone or erase all phone data if too many incorrect passwords are entered.
- **Lock the screen**  
Control how and when the screen locks.
- **Set storage encryption**  
Require that stored app data be encrypted.

CANCEL ACTIVATE