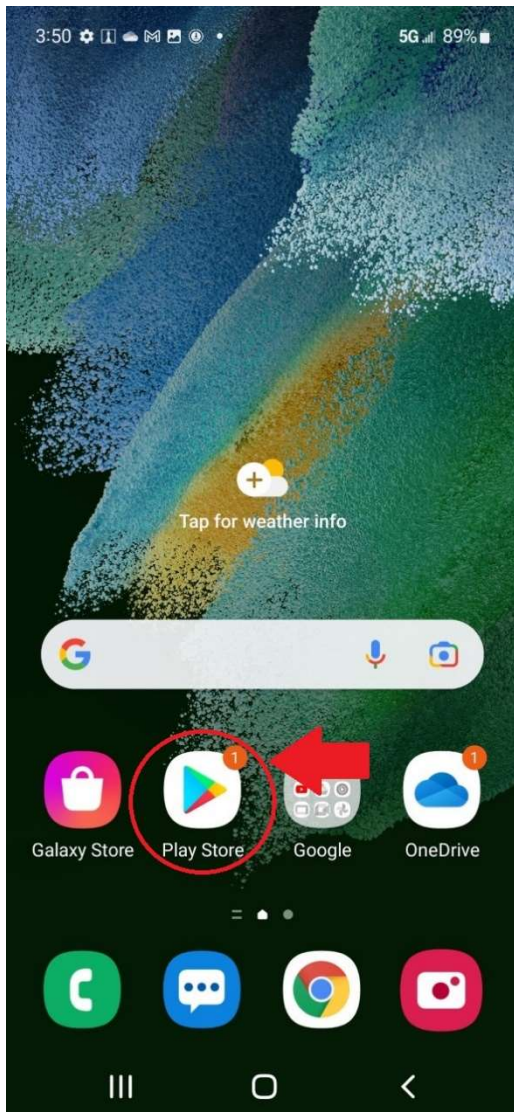


Setup for Microsoft Outlook App - Android Devices

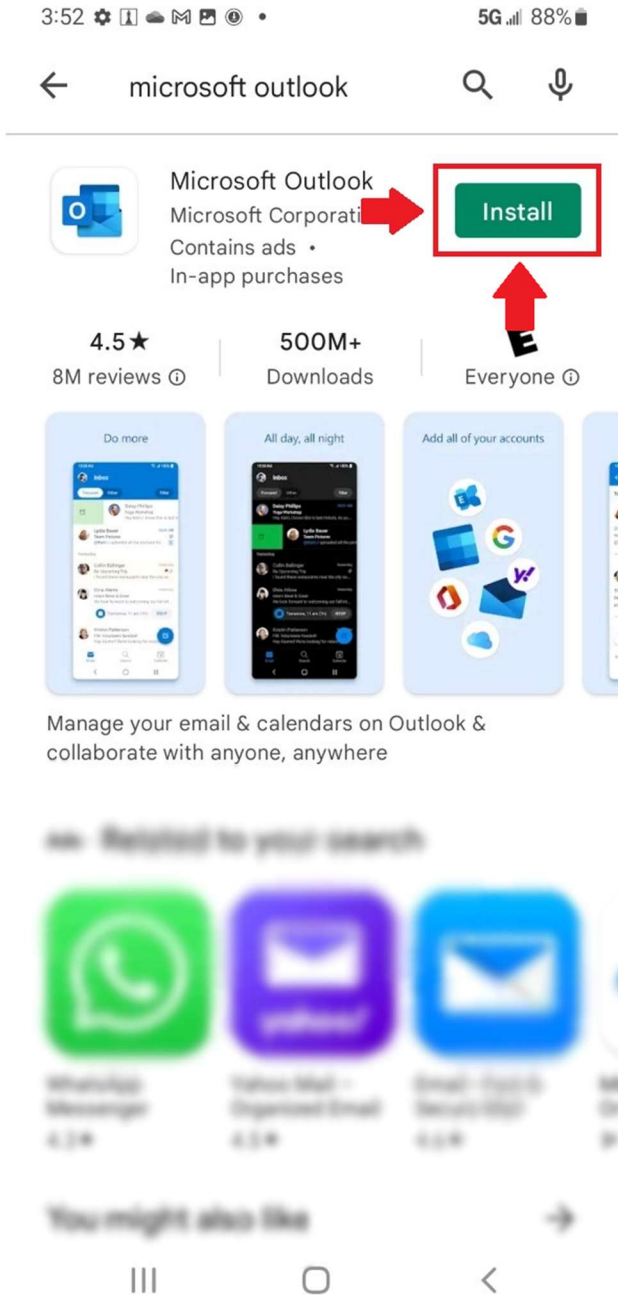
The images in this article were captured on a Galaxy S21. If you're using a different device, it may look slightly different.

If you need assistance, or have a question about this article, please call the Help Desk at 516-572-0629 option 2.

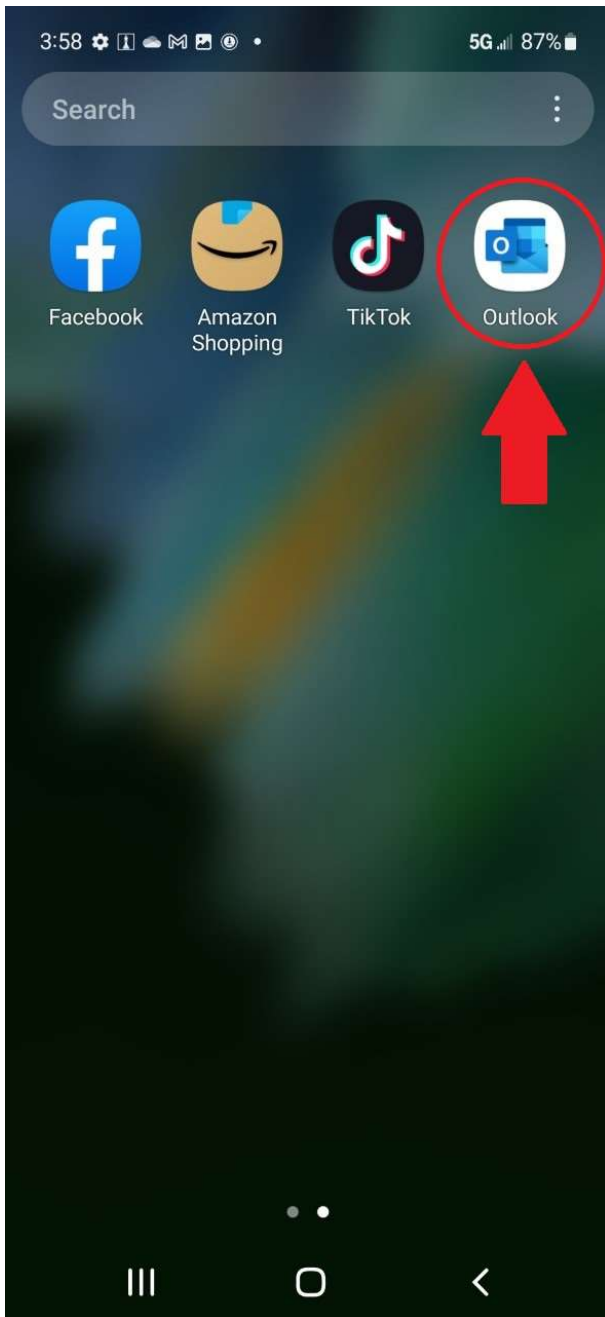
1. Tap the icon for the 'Play Store' on your device's home screen. The 'Play Store' will open up.



2. Tap the 'Search for apps & games' bar and search for 'Microsoft Outlook'. Find 'Microsoft Outlook' from the list of search results, and tap 'Install'. Wait for the application to install.



3. Go back to your phone's home screen and look for the 'Microsoft Outlook' application. Tap 'Microsoft Outlook' to open up the application.



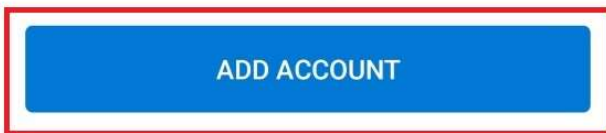
4. Tap on the 'Add Account' button.

3:58 5G 87%



Welcome to Outlook

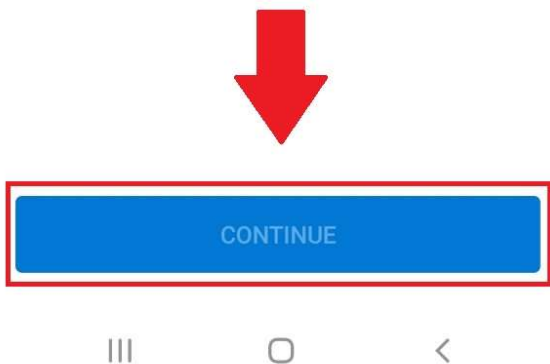
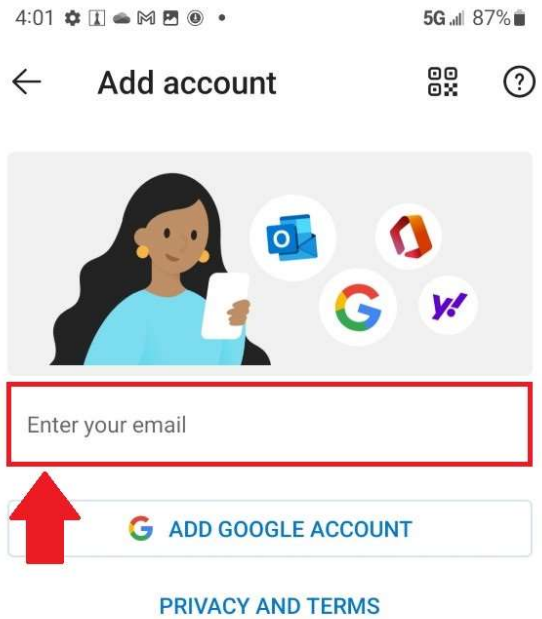
Designed to work with your favorite Samsung devices.



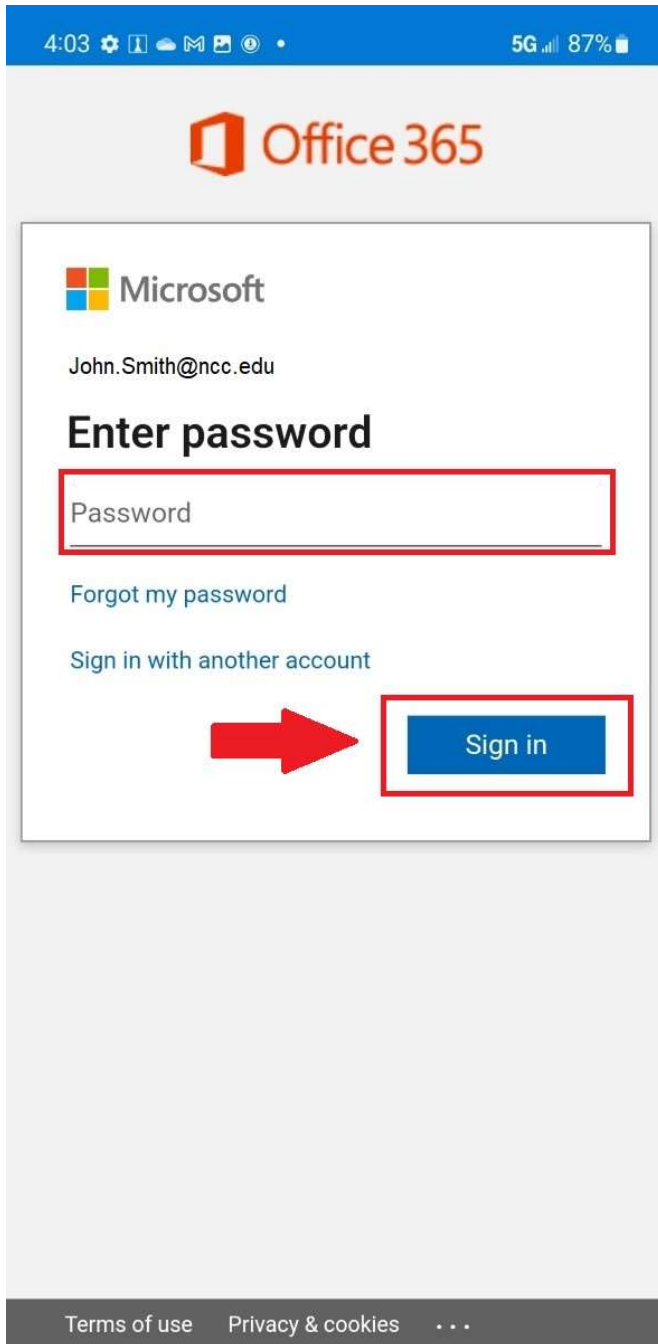
CREATE NEW ACCOUNT



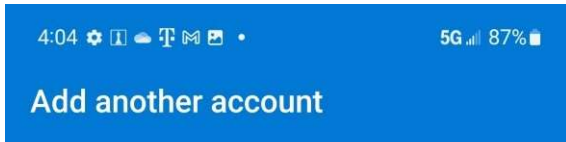
5. Type your NCC email address in the field labeled, 'Enter your email'. Tap 'Continue' to proceed.
(e.g. john.smith@ncc.edu)



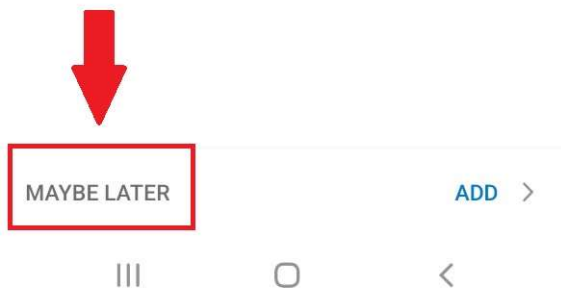
6. Type your NCC Portal password in the 'Password' field and tap 'Sign in'.



7. After you have signed in successfully, you may be prompted to add another account or email address to Microsoft Outlook. Tap 'Maybe Later' to continue.



Would you like to add another account?



8. You will now be able to access your NCC email through Microsoft Outlook on Android.