

Setup Email on Android Device

Android mail apps may look different across different devices, and these directions may not exactly match the options you see. Use these steps as a guide.

For easy email and calendar management, you could download and install [the Outlook for Android](#) mobile app (not required).

Choose your built-in Android email app:

Tap the menu icon in the upper left corner

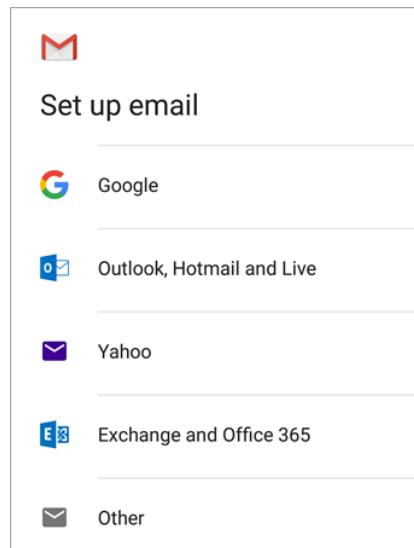
> **Settings** > **Add account** > **Exchange and Office 365**.

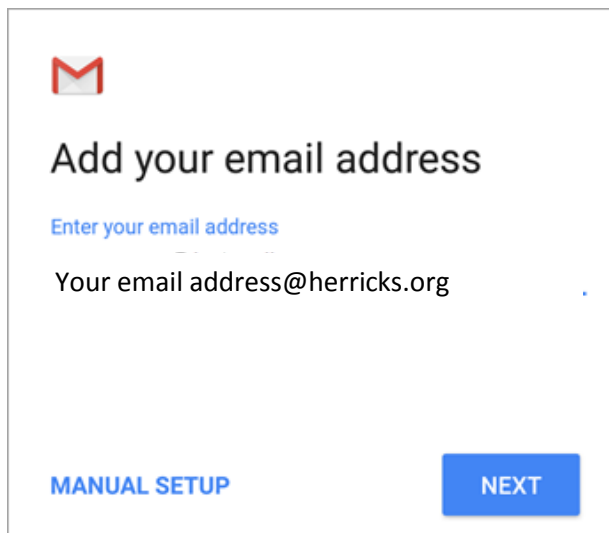
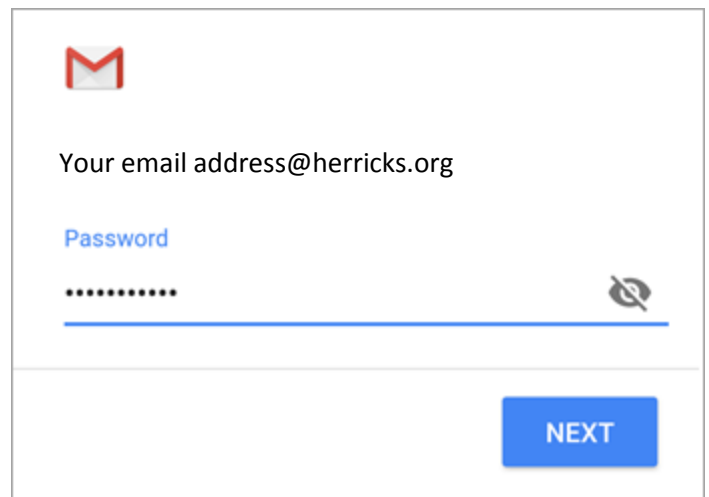
Important: Do **NOT** choose "Outlook, Hotmail, and Live" unless you want to sync email only.

Enter your full email address and tap **Next**.

Enter your password and tap **Next**.

Note: Ask your IT admin or email provider for server settings if you're asked to add them. Then [set up your account manually](#).



Follow any prompts you may get, including security permissions. You may also be asked to set your sync settings and a display name.

If you use Office 365 for business, you may also be asked to give additional security control. In this case, choose **Activate**.

Go to the inbox you just set up. If you see an email that says "**Action Required to Sync Email**," open it and tap **Use another Mail app instead**.

If you don't see this message and emails are syncing, then you are set. If this process does not work, you may need to download the Outlook for Android mobile app.

If email does not begin to Sync within 5 minutes, pull down the Android notification bar by swiping down from the top of your screen.

If you see a notification that reads "**Unable to sync calendar and contacts**," tap it. Then tap **Allow** to give access and you're done!

Note: If you don't see a sync error notification, you're good to go!

