

@aberdeen email - Outlook app for Android devices

We recommend using Microsoft Outlook for @aberdeen email. This guide will show you how to set up the **Outlook app** on your Android device¹.



You **must** have an unlock password set up on your Android device to access your @aberdeen email. If not, you may see additional security messages as you set up the app.

Download Outlook for Android

1. Download the official [Microsoft Outlook app](#) from the Play store.
2. Open the Outlook app.



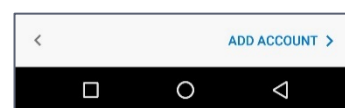
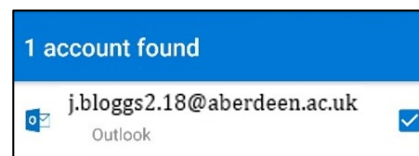
If you have never used this app before tap **Get Started** and follow instructions below. If you *already* have accounts listed in the Outlook app: Click on the Cog (Settings) Tap **Add Email Account** and again choose **Add Email Account**.



If you have previously configured a mail app on your device to see Exchange and your @aberdeen email account, Outlook will locate the account. Follow steps 1-5 below to set up the app. If you have never configured an account on your device, proceed to page 2 and follow steps 1-9.

Already configured a mail app on your device to see your @aberdeen email account?

1. A list of the accounts on the device will appear. Ensure that the checkbox for the account you want to add to the app is ticked. If there are additional accounts listed that you do not want to add, e.g. a personal email account, tap the checkbox to deselect the tick.
2. Tap **Add Account**. The *Adding Account* message appears at the bottom of the screen.
3. Tap **Skip** if you do not intend to add another account.
4. Swipe to read through any intro screens, or **Skip**
5. You'll see your **Inbox**



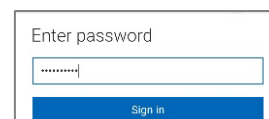
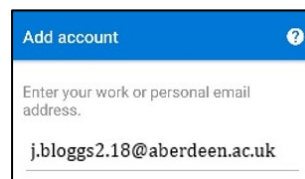
See pages 2-3 for instructions on how to use the app.

¹ The appearance of different versions of Android can vary so use these steps as a guide or consult the manufacturer's help for your particular device. The screenshots in this guide were captured on a OnePlus 3 running Android 9 and relate to app version 3.0.98. In addition, Microsoft periodically updates the app, so screens and prompts may vary over time.

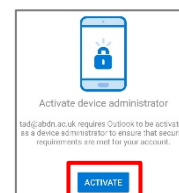
Never configured a mail app on your device to see your @aberdeen email account?

If you have never configured your Android Mail app to see Exchange before:

1. Enter your @aberdeen **email address**, e.g. j.bloggs2.18@aberdeen.ac.uk
2. Tap **Continue**
3. Type your **password**
4. Tap **Sign In**

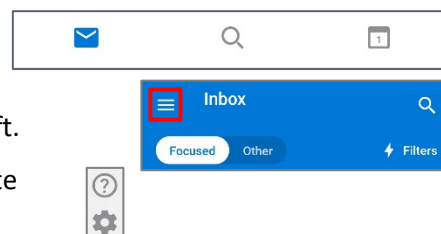


5. If your account has been enabled for Multi Factor Authentication (MFA) you will be asked to **authenticate** using whatever means you have set up, e.g. prompted to Approve the sign in request or respond to a text or call.
6. Click **Activate** to set Outlook as a device administrator.
7. Read through the Outlook Device Policy screen and click **Activate this device administrator** to accept the policy. Your account is added to Outlook.
8. Tap **Skip** to continue to the Outlook welcome screen.
9. Swipe to read through any intro screens, or **Skip**
10. You'll see your inbox.



Using Outlook for Android

- Switch app views by tapping the Mail, Search, and Calendar icons at the bottom of the app as appropriate.
- To view other mail **Folders**, in Mail view, tap the menu – top left.
- To access **Settings** and **Help**, tap the menu, then the appropriate icon – bottom left.



Further information and help

Use MyIT to report an issue with the IT Service Desk: <https://myit.abdn.ac.uk>