

Setting up an Android Phone for Outlook at OHH

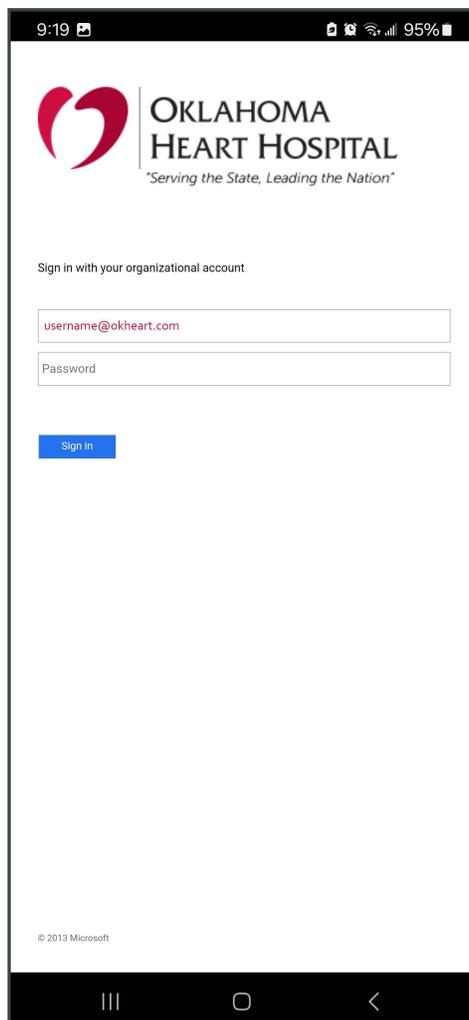
Requirements:

To get OHH Email on your mobile device, you will need Microsoft Authenticator, Outlook downloaded from the Play Store. You will also need to utilize a passcode or other form of security for your mobile device.

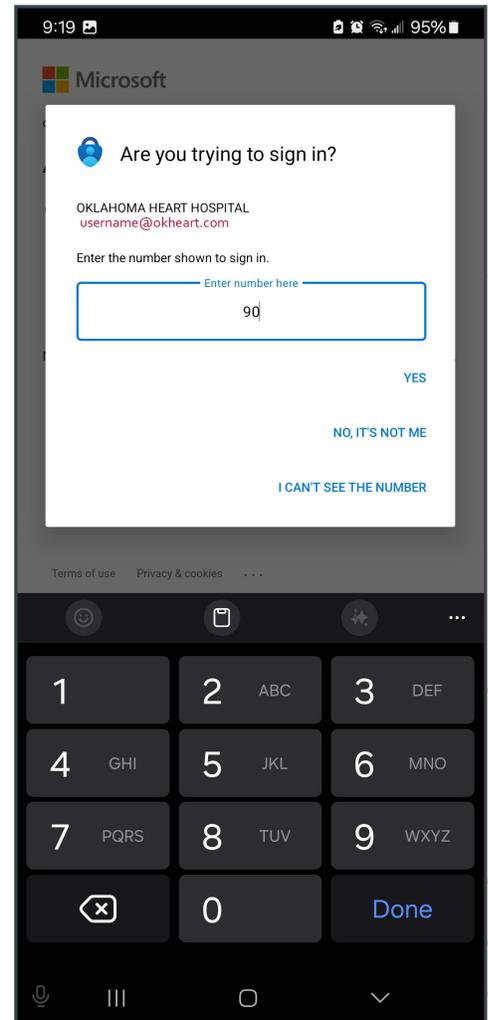
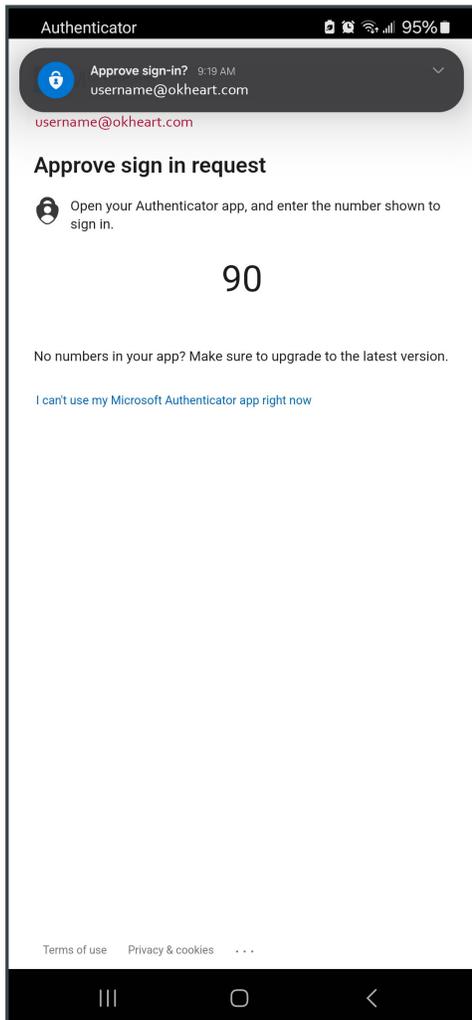


Open up the Outlook App

Enter your login and password



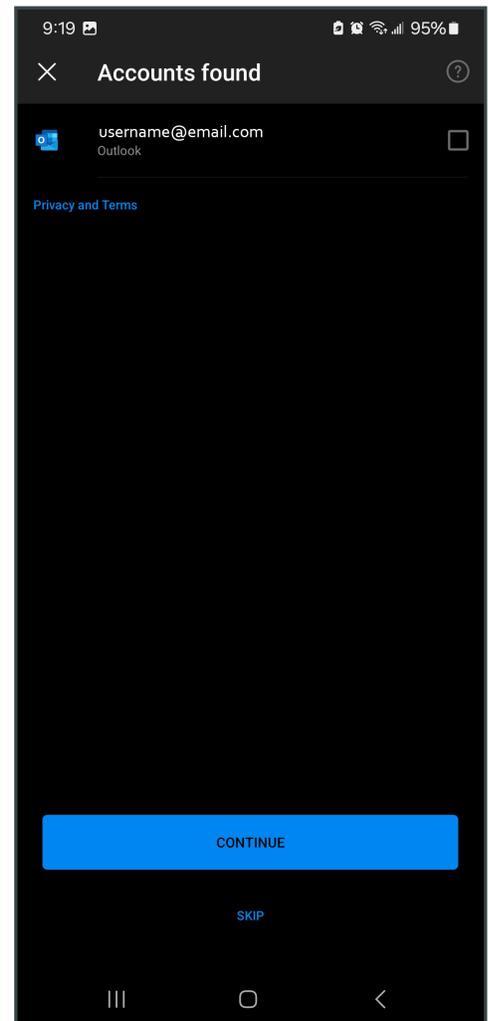
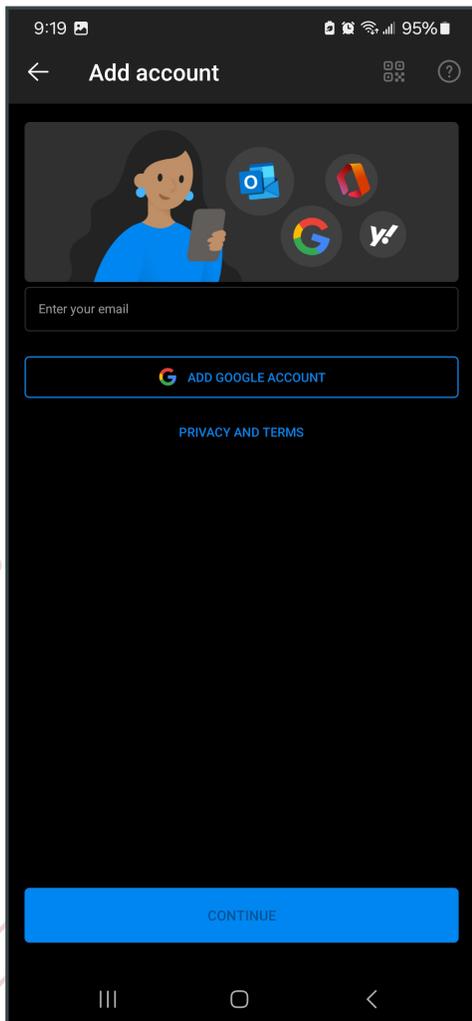
Authenticator will prompt you for confirmation before it will load your account



Use the number from Authenticator to approve the sign in

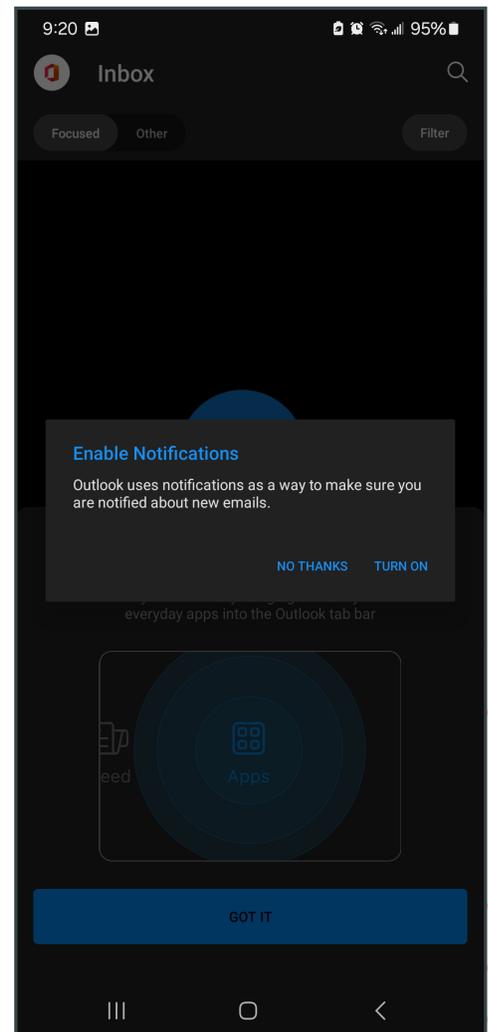
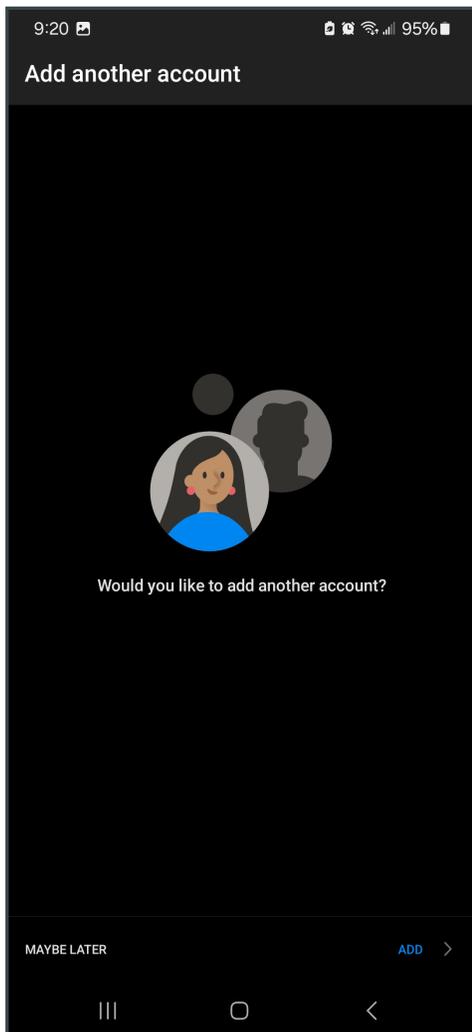
Add Account:

If this is your first time using Outlook, you'll be prompted to add an email account.



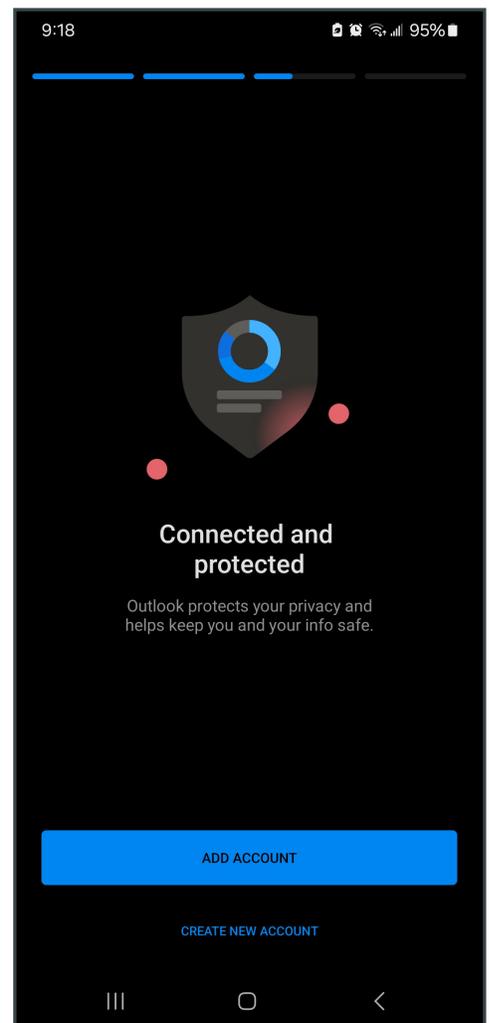
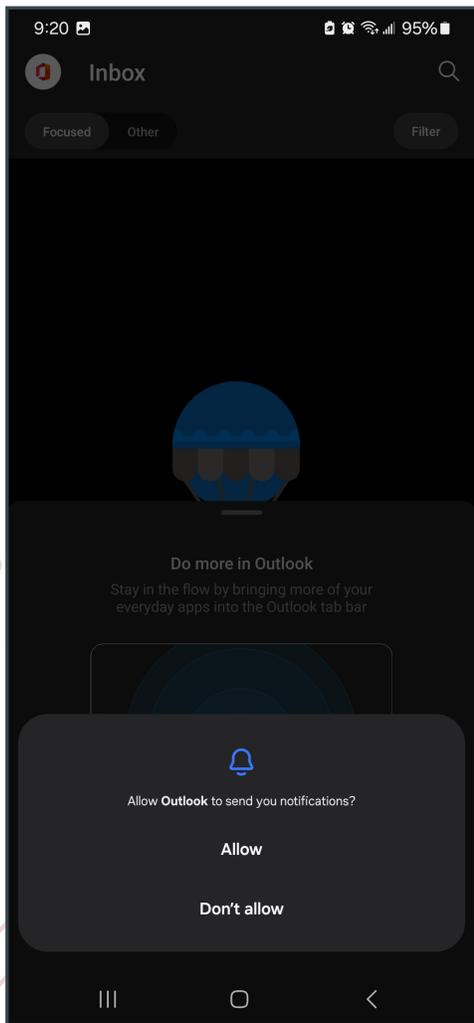
Enter your email address and tap "Continue."
Enter the password for your email account and tap "Sign in."

There is an option to add another email but skip this for now and choose Maybe Later



Next a prompt for **Email Notifications** these are not required but helpful.

After setting up your accounts, you can start using Outlook to manage your emails, calendars, and more.



Depending on the size of your mailbox, it may take a while for the phone app to update.