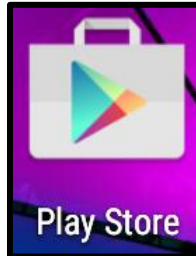


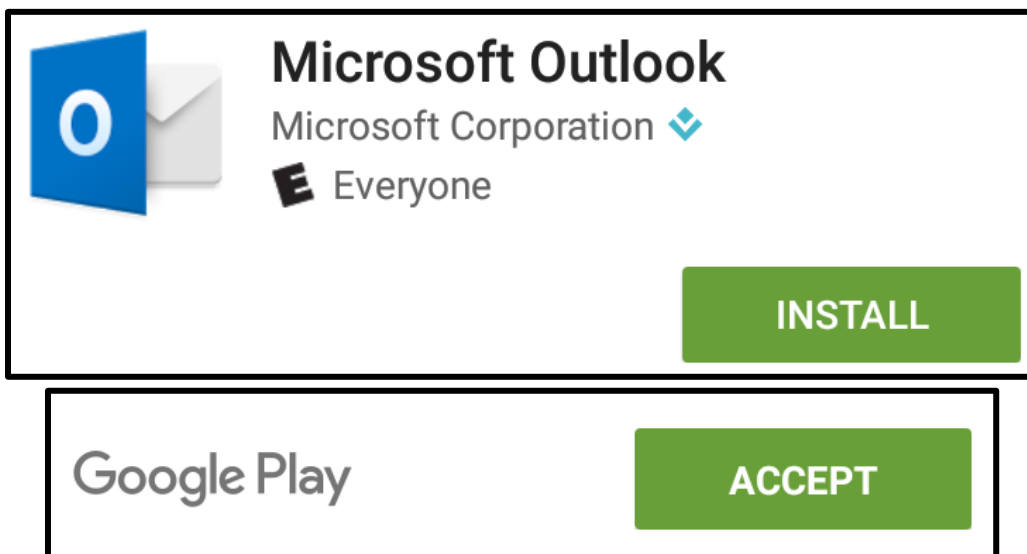
Office 365 - Using the Outlook App on your Android Device

The Outlook app will allow you to access your Bucks email and calendar in one central location. This may be helpful if you have multiple calendar or email accounts on your device.

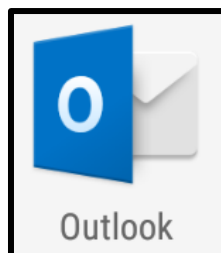
1. Open the **Play Store** on your home screen or app drawer.



2. Search for **Outlook** in the search bar. Choose the **Microsoft Outlook** result.
3. Click the **Install** button. Click **Accept** to allow the permissions for Outlook.



4. After the app has downloaded and installed, you can find it in your app drawer or home screen.



5. Click **Get Started** to review the features of the app.



6. Type in your full **Email Address**, firstname.lastname@bucks.edu. **Note:** Do not type your username@bucks.edu.

Email Address

glenn.elliott@bucks.edu

CONTINUE

7. Click **Not a Google Account?** at the bottom.



8. Choose the **Exchange** option for the account type.



9. Type in your full **Email Address**, firstname.lastname@bucks.edu. **Note:** Do not type your username@bucks.edu.
10. Type your Bucks network password.
11. Choose a Description for the account (such as Bucks email).
12. Click the **checkmark** in the upper right.

←**Connect Exchange**✓

Email Address

glenn.elliott@bucks.edu


Password

••••••••

Description (example: Work)

Bucks email

13. Your account should be successfully created. If the account does not get created, please see below. Note: If the **Focused** folder is displaying no email, you will need to click the **Other** option at the top of your Outlook app to view your email.
14. Re-enter your **Email Address** and **Username** as your full email address, firstname.lastname@bucks.edu.
15. Type the **Server** as: outlook.office365.com
16. Leave the **Domain** blank.
17. Verify that your **Password** is correct.
18. Click the **checkmark** in the upper right.

←  ✓

Enter Your Account Details

[HIDE ADVANCED SETTINGS](#)

Email Address
glenn.elliott@bucks.edu

Server (example: server.domain.com)
outlook.office365.com

Domain (example: domain.com)

Username (example: mike.rosoft)
glenn.elliott@bucks.edu

Note: If you are unable to add the account to your Android phone using this method, please view the alternate instructions here: <http://www.bucks.edu/media/bcccmecialibrary/pdf/tlc/facstaff/Using-the-Outlook-App-on-your-Android-Device-ALT.pdf>