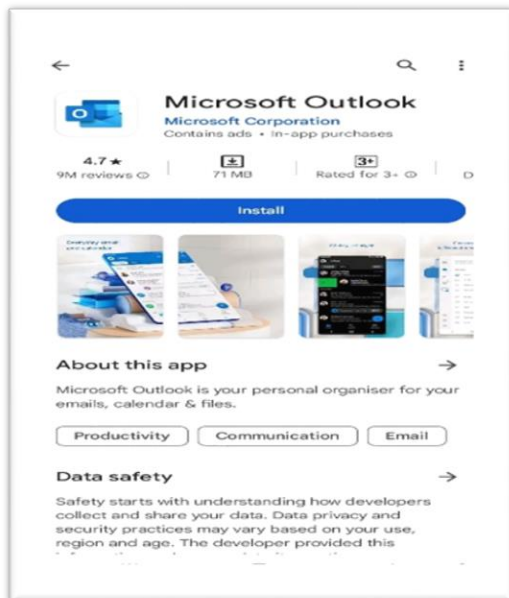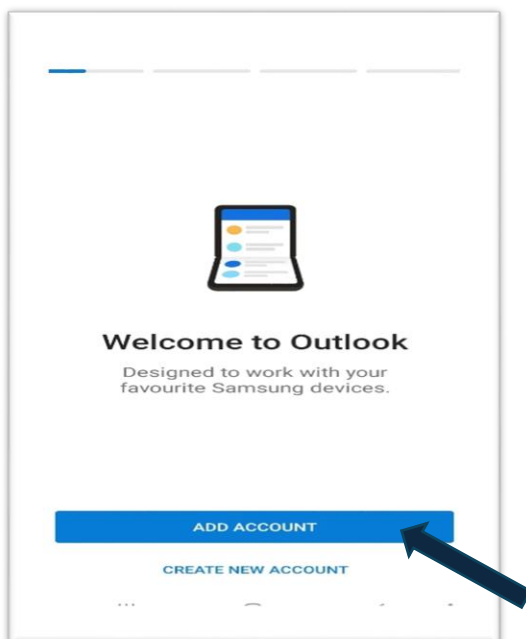# How to Configure the Android Outlook App for Microsoft 365

1. Open Google Play Store on your phone and install the **Microsoft Outlook app.**
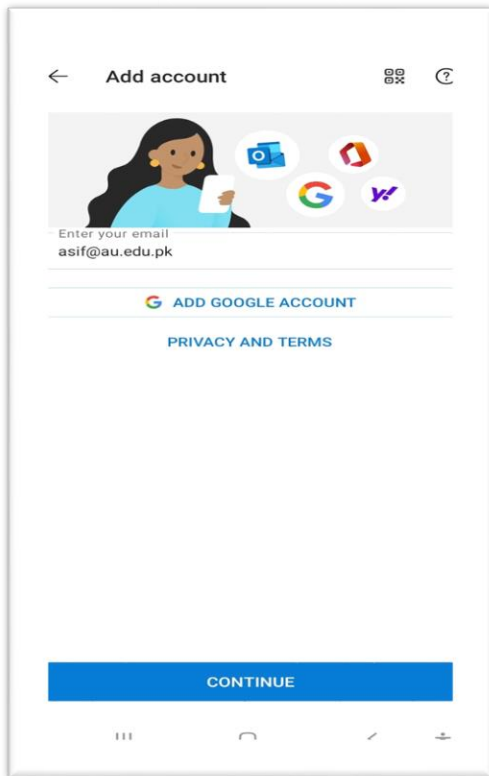

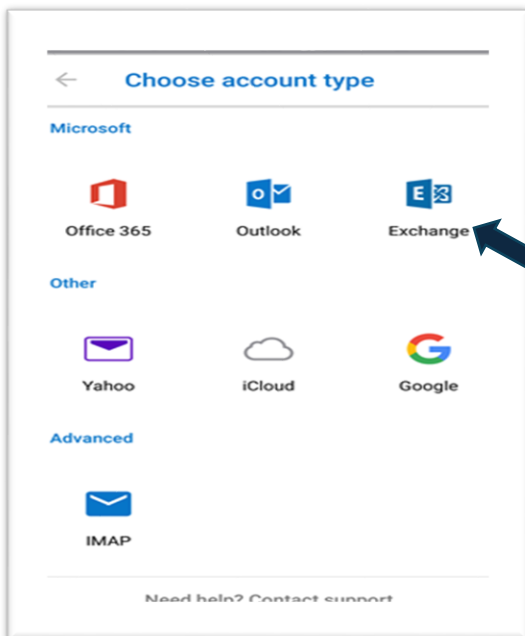2. Open the app after it is installed.

3. Tap **ADD ACCOUNT**

4. Type your email **abc@au.edu.pk** email address and then tap **Continue.**

5. Choose an account type, tap **Exchange.** *And* enter your **EMAIL password.**

6. A few screens of help text are presented, which you can read or skip.

7. Now your email account has been configured, open your outlook app and check you emails.