

FEBRUARY 21, 2016



# OUTLOOK APP ON ANDROID DEVICES

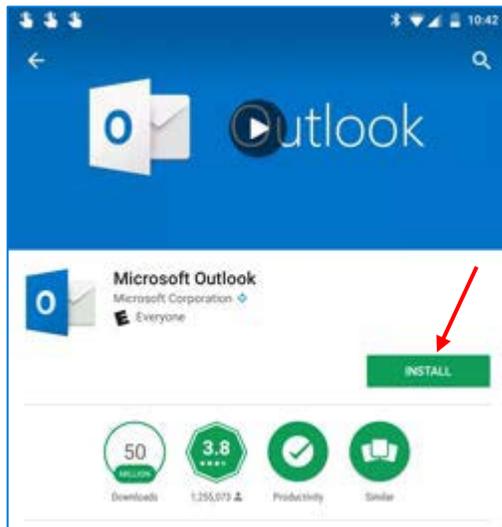
## CONFIGURATION GUIDE

INFORMATION TECHNOLOGY  
THE UNIVERSITY OF TEXAS AT TYLER

# CONFIGURATION STEPS

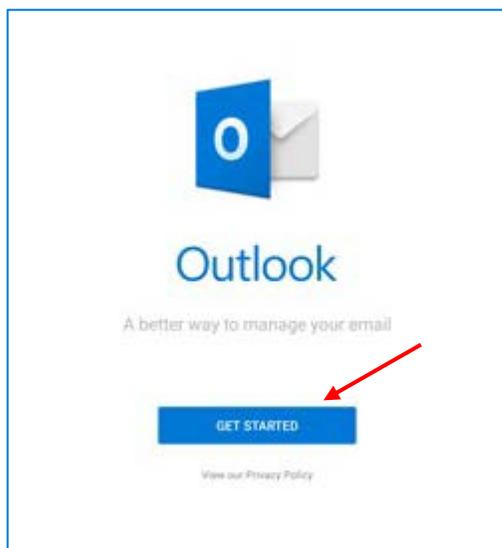
## DOWNLOAD OUTLOOK APP FOR ANDROID DEVICES

- Go to the **Google Play Store** and search for **Microsoft Outlook**
- Click **Install**



## 1. GET STARTED

- Open Outlook app  and click on **Get Started**

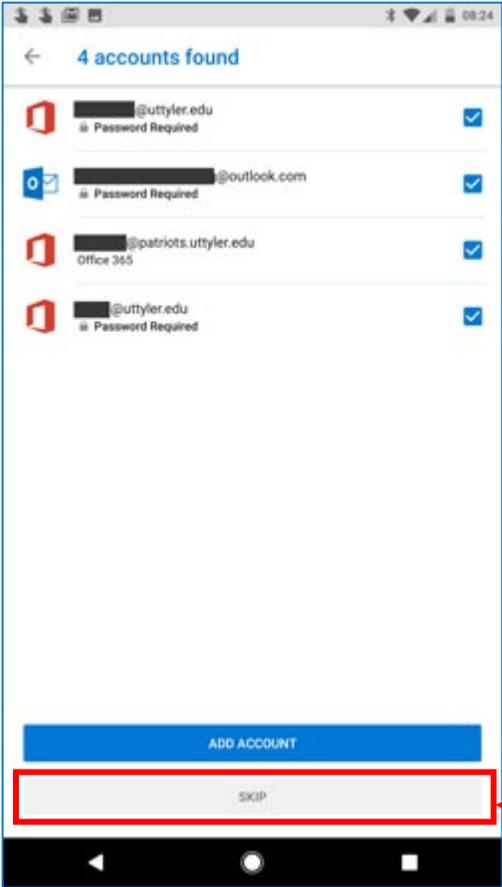


# IMPORTANT INFORMATION

If you already have another Microsoft app (i.e., OneDrive, OneNote, Word, etc.) on your device, the Outlook app may notify you that other potential Outlook accounts have been found and could be added.

**If the Accounts Found list contains existing accounts, we recommend that you choose Skip and add the UTTyler email account even though you might see what looks like your email address in the list.**

You can always add more accounts later.

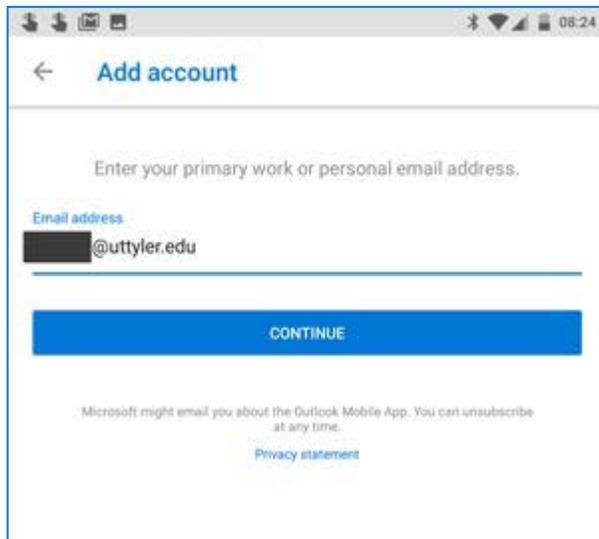


**RECOMMENDED:**  
Click **Skip** to add just the UTTyler email account

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## 2. ADD EMAIL ACCOUNT

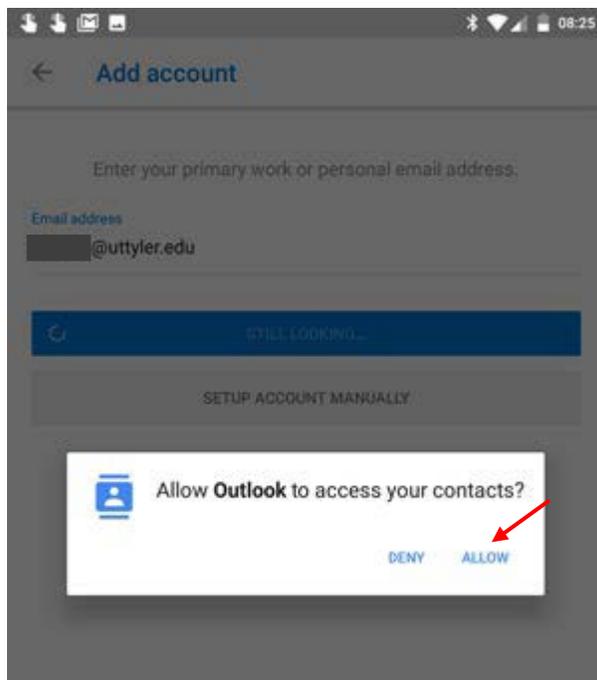
- Enter your UTTyler email account
- Click **Continue**



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## 3. ALLOW ACCESS TO CONTACTS

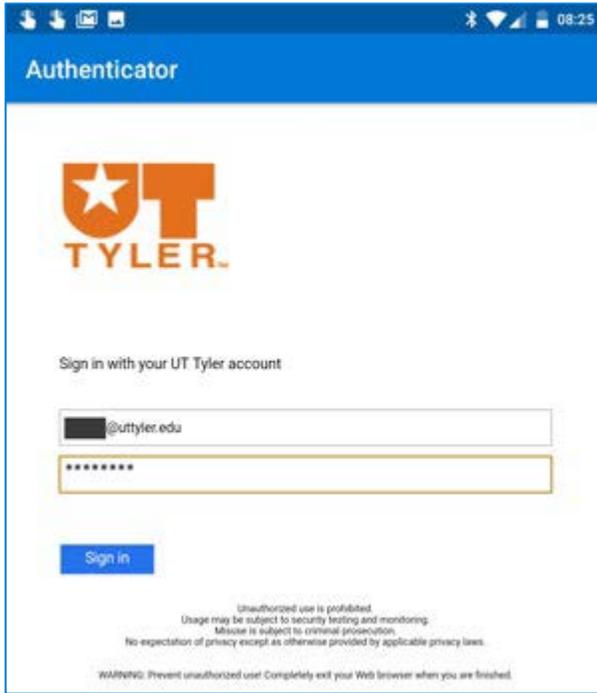
- The Android device will request access to your contacts
- Click **Allow**



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#### 4. SIGN IN WITH YOUR UT TYLER ACCOUNT

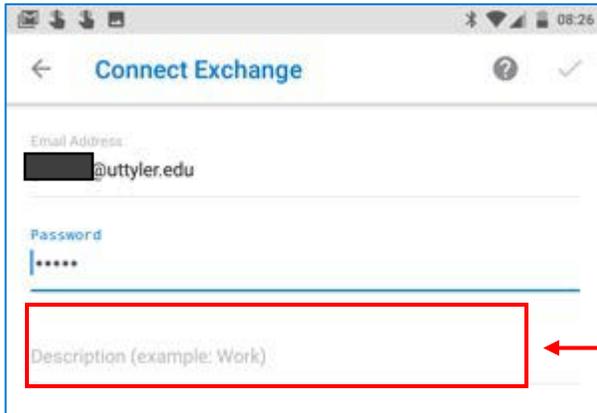
- You will be asked to enter your UT Tyler password



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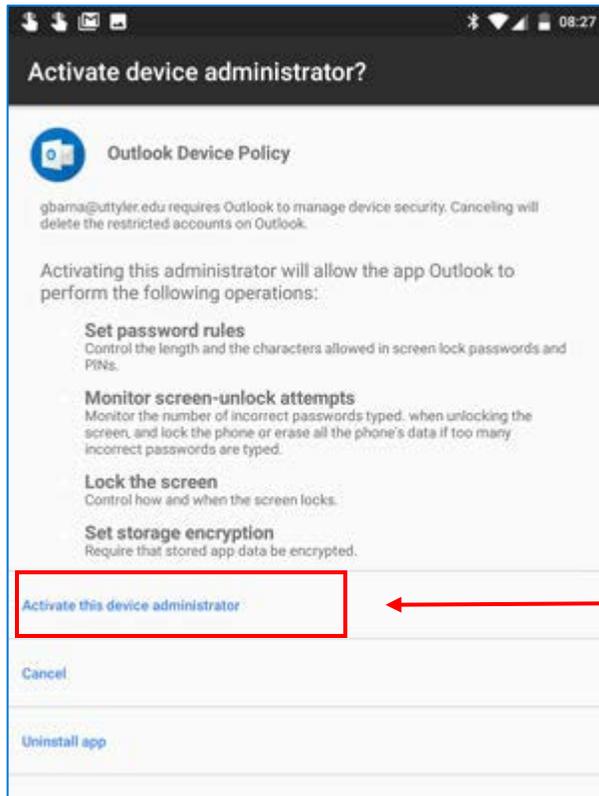
#### 5. EXCHANGE

- Re-enter your UT Tyler password to connect to Exchange



You can enter a description for the email, such as: UT Tyler, or Work Email.

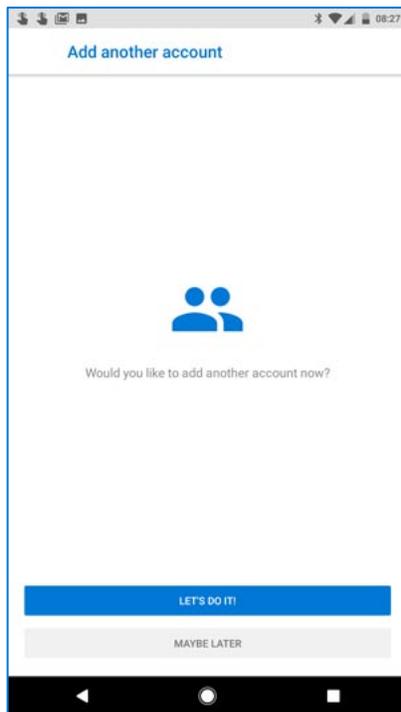
## 6. ACTIVATE DEVICE ADMINISTRATOR



Click on **Activate this device administrator**

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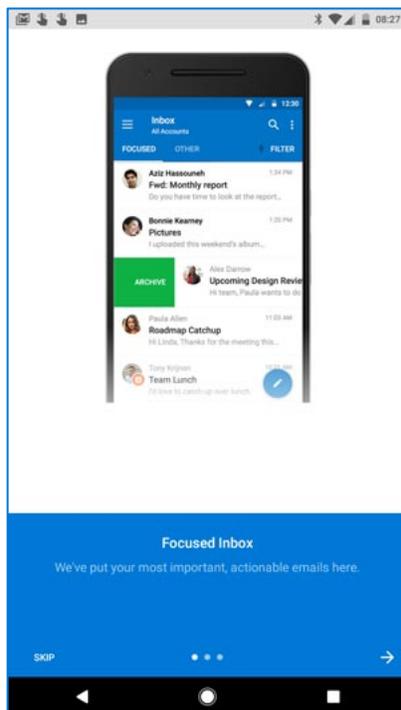
## 7. ADD OTHER ACCOUNTS (OPTIONAL)



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## 8. SKIP

- Click **Skip** if you'd like to go straight into the email account



# WHAT TO KNOW ONCE YOUR EMAIL HAS BEEN CONFIGURED

## 1. INBOX

### VERY IMPORTANT: Focused vs Other

**Focused Inbox** presorts your email.

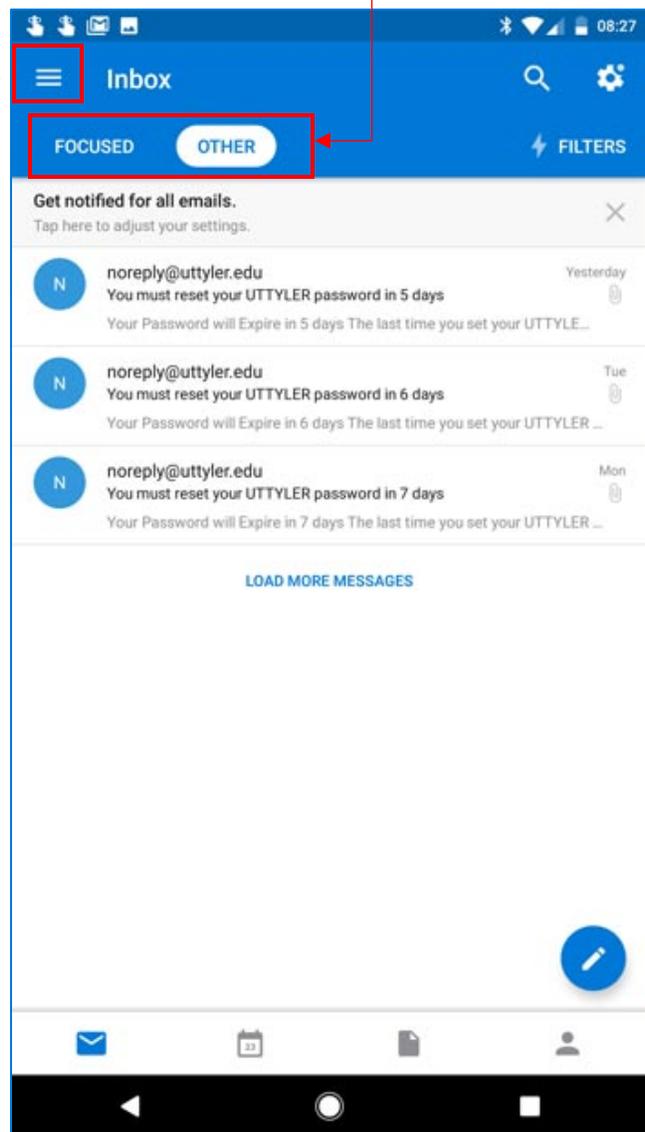
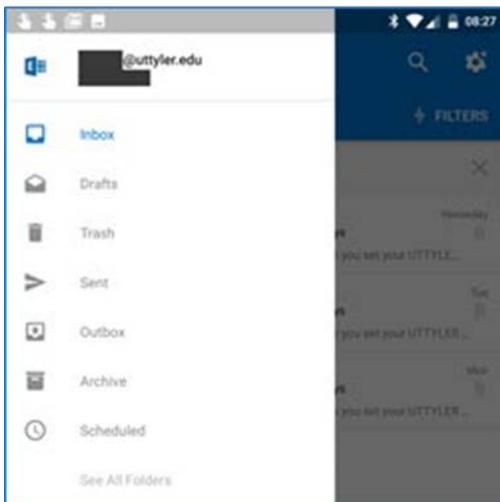
**Focused** - account emails and contacts with whom you interact.

**Other** - automatically generated or bulk emails.

**Make sure you switch between the two options to see all your emails.**

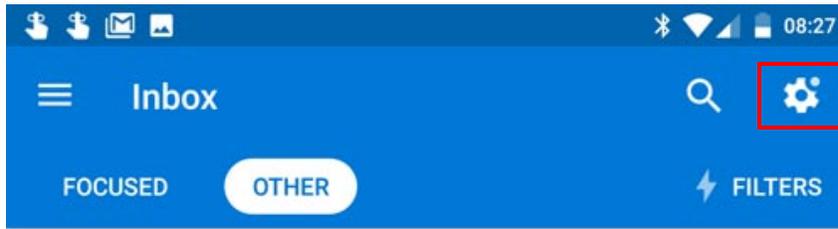
**This feature can be turned off by going to Settings.**

Click on the hamburger (  ) to see your folders:

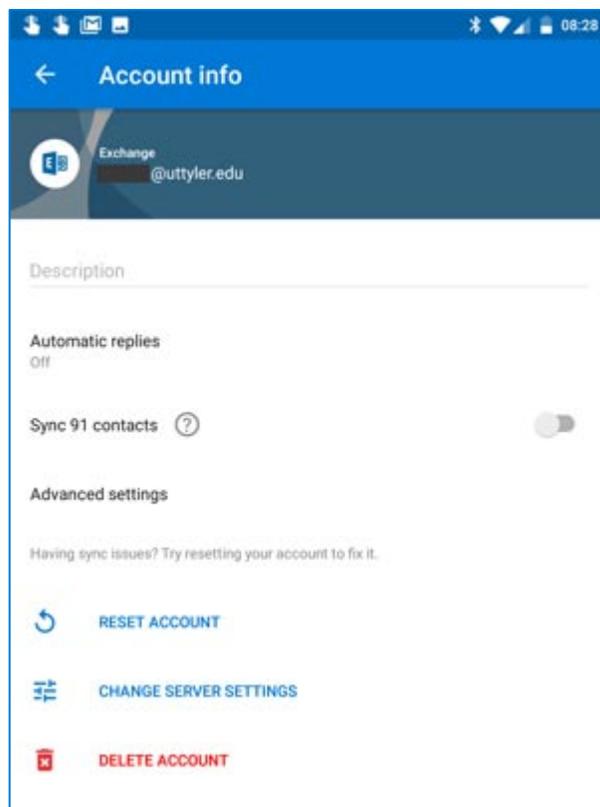
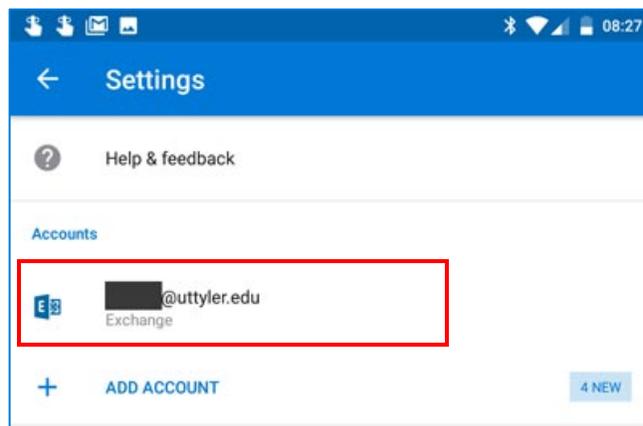


## 2. EMAIL SETTINGS

Explore the **Settings** option to adjust your email as desired.

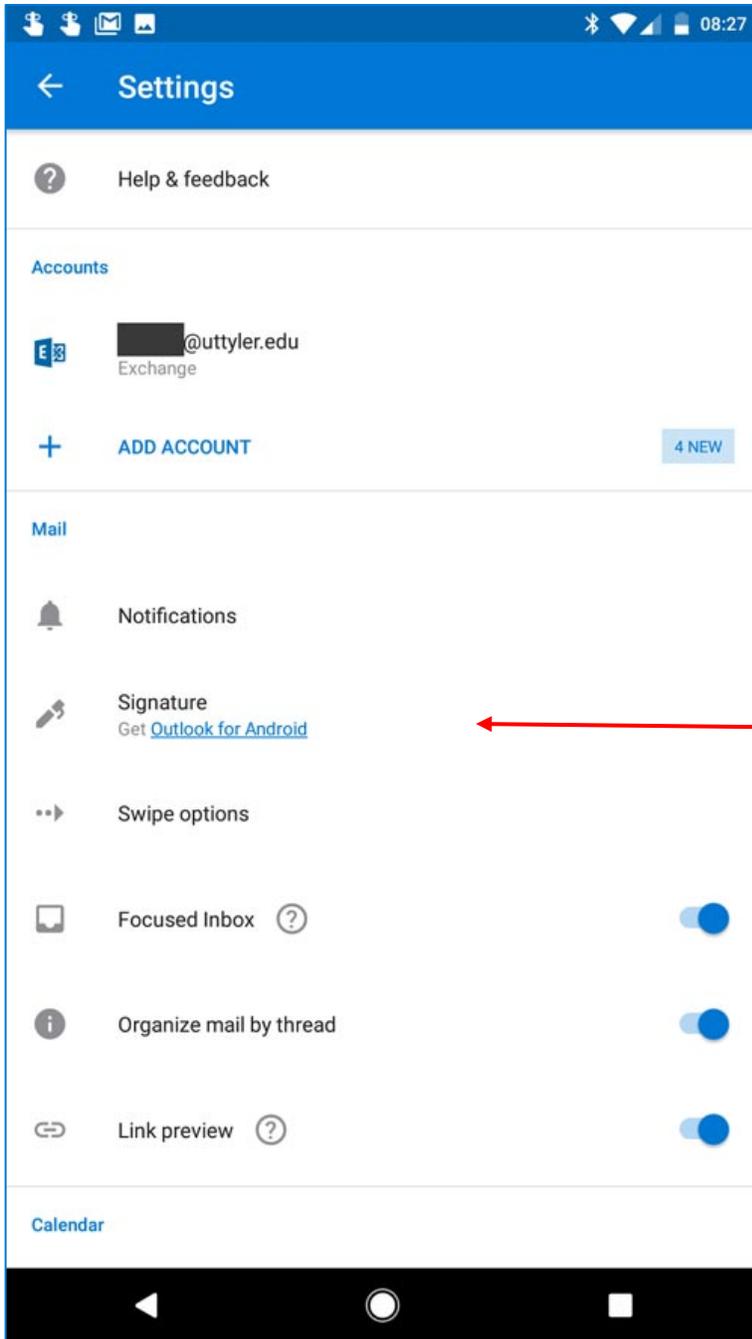


### ITEMS OF INTEREST IN SETTINGS:



Click on your email address to see more options, such as:

- Automatic replies – On or OFF
- **Sync your personal contacts that have been stored in Outlook**
- Reset Account
- Delete Account



Personalize your signature. Otherwise, emails sent from the Outlook app will say "Get Outlook for Android."

Turn off Focused Inbox if you do not want your email to be presorted.