

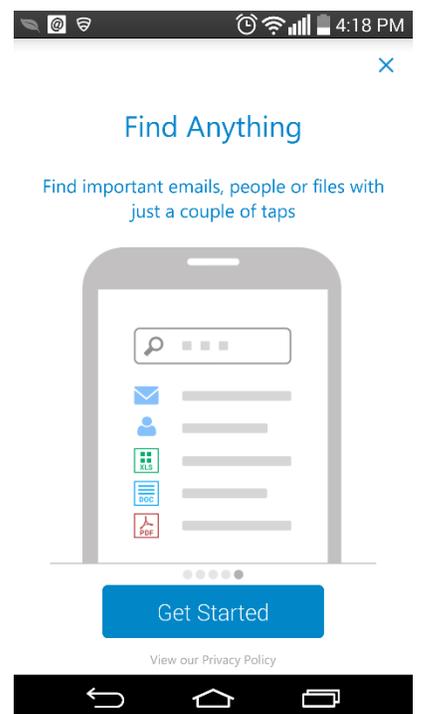


How to setup Microsoft Outlook on an Android Phone/Tablet

1. To begin, you must go to the Google Play Store. Search for **Microsoft Outlook**. Install the app.



2. Open the app and scroll through all the introductory screens until you reach a screen like the following, press **Get Started**.





3. Select **Exchange** from the Screen and enter in your CSU email and Campus Password. Another screen will appear and enter the following:

Email Address: Your CSU email address@csuohio.edu

Example:

j.smith@vikes.csuohio.edu – students

j.doe@csuohio.edu – faculty/staff

Domain: it is recommended to leave this blank

Server: outlook.office365.com

Username: Your CSU ID # @ csuohio.edu

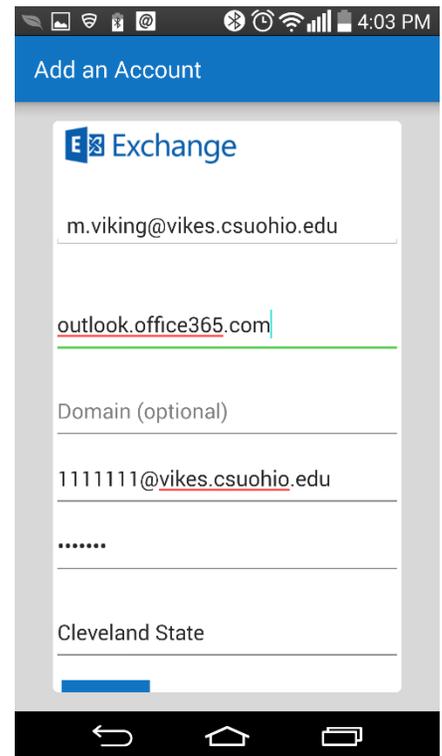
Example:

2345678@vikes.csuohio.edu – students

1234567@csuohio.edu – faculty/staff

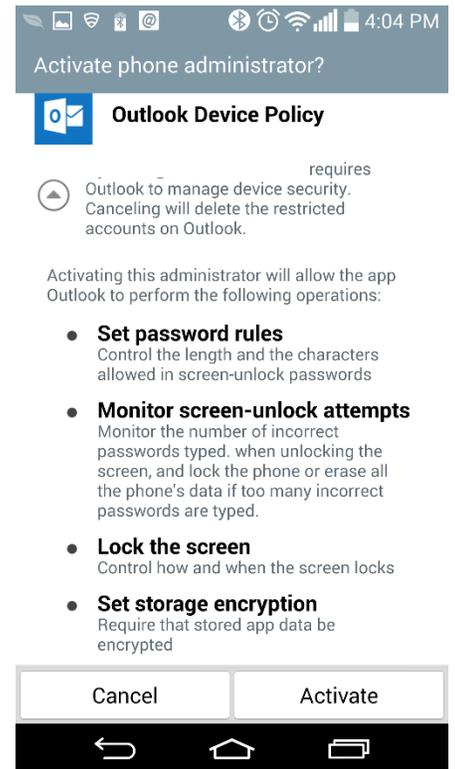
Password: your CSU email password

Name: Whatever you choose to call your email account (optional)



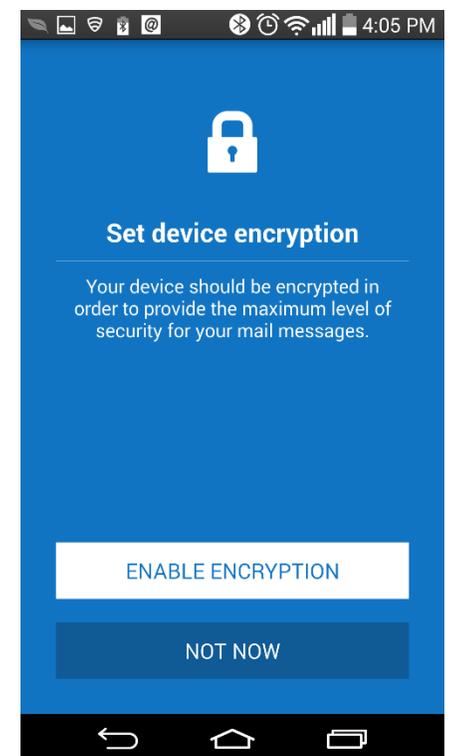


4. Press **Activate** for this screen.
 - a. This screen states that if you were to lose or have your phone stolen, we are able to remotely wipe your phone. Please note that you might be required to setup a pin/password to access your phone.



5. Although not required, it will prompt you to encrypt your android phone. If you would like to, select **Enable Encryption**, otherwise. Select **Not Now**.

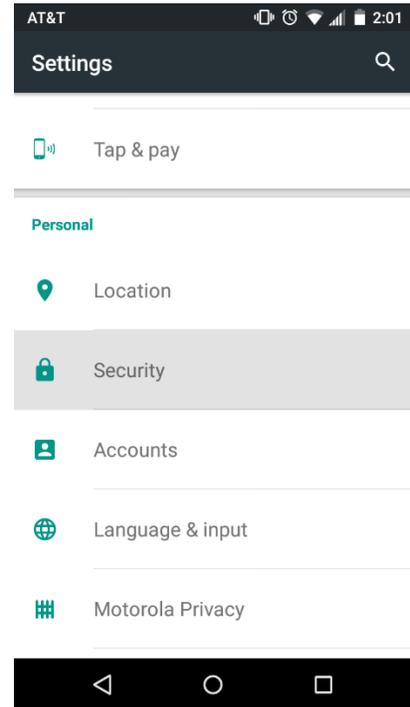
Note: If your device is not protected (e.g password, passcode, pin or pattern) you will get a message to prompt you to set a device password. Please select the password of your choosing to continue to this screen.



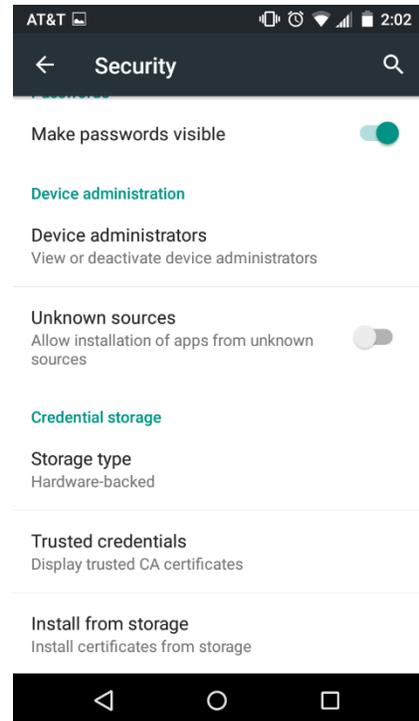


Uninstalling Outlook

1. Open up **Settings**. Then select **Security**.

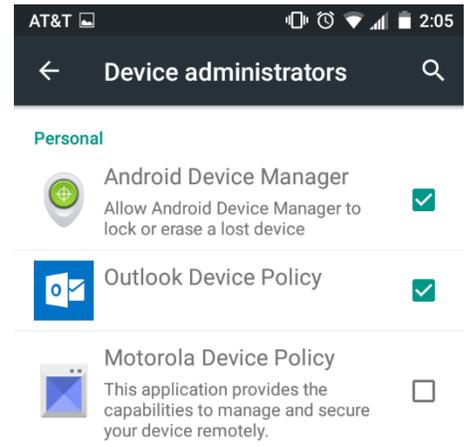


2. Select **Device administrators**





3. Click on **Outlook Device Policy**.



4. Select **Deactivate**. Now you can go and uninstall the Outlook application.

