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.

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

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- 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.