Android – Add Outlook App for Email

**Note**: The Microsoft Outlook app is the recommended way to access your Office 365 email and calendar on an Android device. Two-step authentication may also be required.

1. On your mobile device, go to the Google Play Store and install the Microsoft Outlook app.

![Microsoft Outlook app on Google Play Store](https://example.com)

2. Open the app after it is installed.

3. Tap **Get Started**.

![Microsoft Outlook app opened](https://example.com)

4. Enter your @uakron.edu email address and then tap **Continue**.

5. Enter your @uakron.edu password and tap **Sign In**.

6. A few screens of help text are presented, which you can read or skip. Your Office 365 Inbox then displays.