

Adding an Email Account (Android)

This guide will walk you through setting up the Outlook for Android app on Android phones.

Install Required Apps

Install the following apps from the Google Play Store:

- [Microsoft Outlook for Android](#)
- [Intune Company Portal](#)

Please do not sign into the Company Portal app. Doing so will allow your mobile device to be managed by company.

Setting up Your Account

Please open the **Microsoft Outlook** app on your phone. On first opening, the app may ask you if you wish to add your existing Google accounts. Please press **Skip**. Its preferable that the app be used only for work accounts.

Accounts



Google

Connect account

[PRIVACY AND TERMS](#)



[SKIP >](#)

Select **Add Account.**



96% 7:44 PM



Welcome to Outlook

Designed to work with your
favorite Samsung devices.

[ADD ACCOUNT](#)

[CREATE NEW ACCOUNT](#)

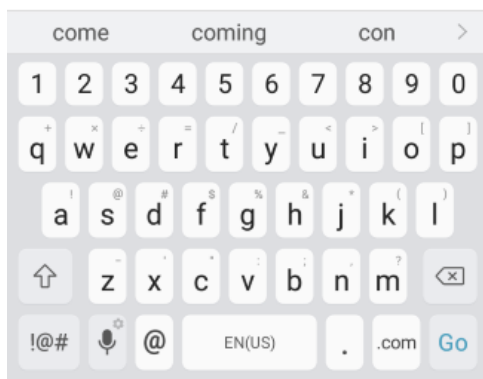
Enter in your email address and press **Continue.**

← Add account

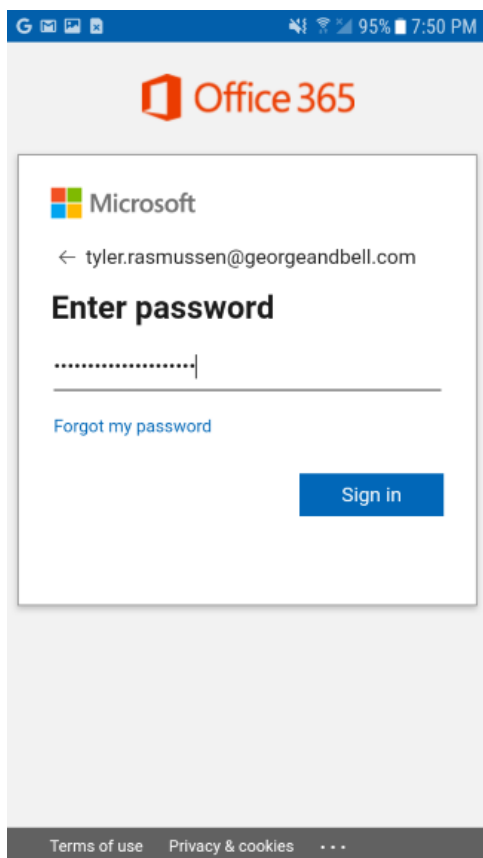
Enter your email
tyler.rasmussen@georgeandbell.com

[PRIVACY AND TERMS](#)

CONTINUE

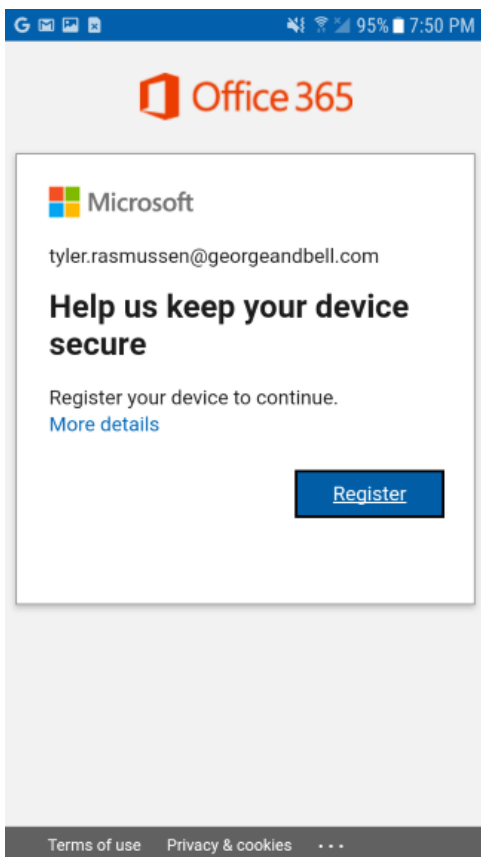


Enter your domain password and press **Sign In**.

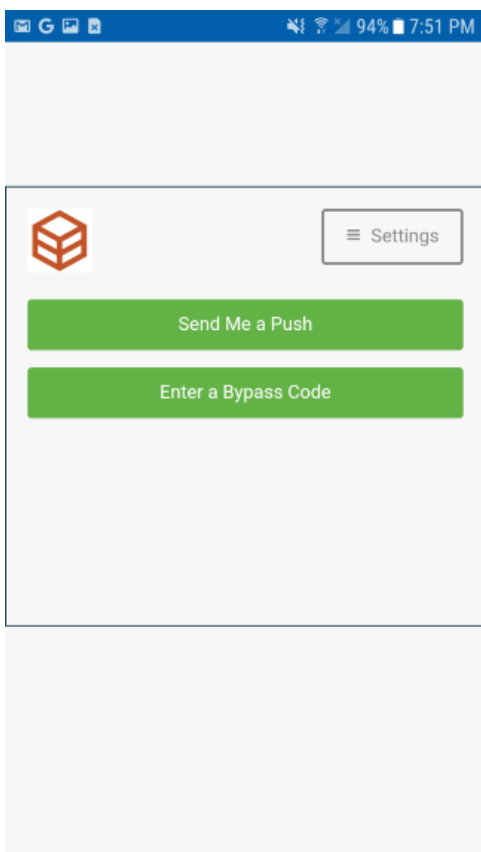


Press **Register**. If you receive an message asking you to install the [Intune Company Portal](#), please do as instructed. Its a required app on Android phones.

Please do not sign into the Company Portal app. Doing so will allow your mobile device to be managed by company.



Complete the requested Duo Authentication Request. Select **Send me a Push** to start the process.



If you have another work email account to add, select **Add** and enter in the requested information. Otherwise select **Maybe Later**.



Would you like to add another account?

MAYBE LATER

ADD >

Select **Continue**.



Get Access

Your organization protects data in this app. You might need to set some things up to access your work or school data.

[Learn more about app protection.](#)

- ✓ Recently connected
- ✓ Device is supported
- ✓ Everything's up-to-date
- ✓ Device is healthy

CONTINUE

You've successfully configured the Microsoft Outlook for Android app.

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