

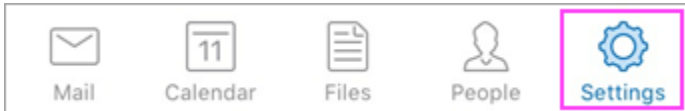
Setting Up the Outlook App for iOS and Android

You can use the Microsoft Outlook app on your mobile device to check your SU email. If you haven't already, download the Outlook app from the App Store for iOS or the Google Play Store for Android.

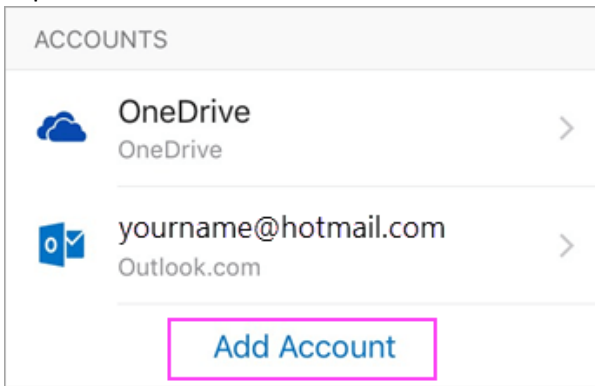
- Open the **Outlook** app on your mobile device.



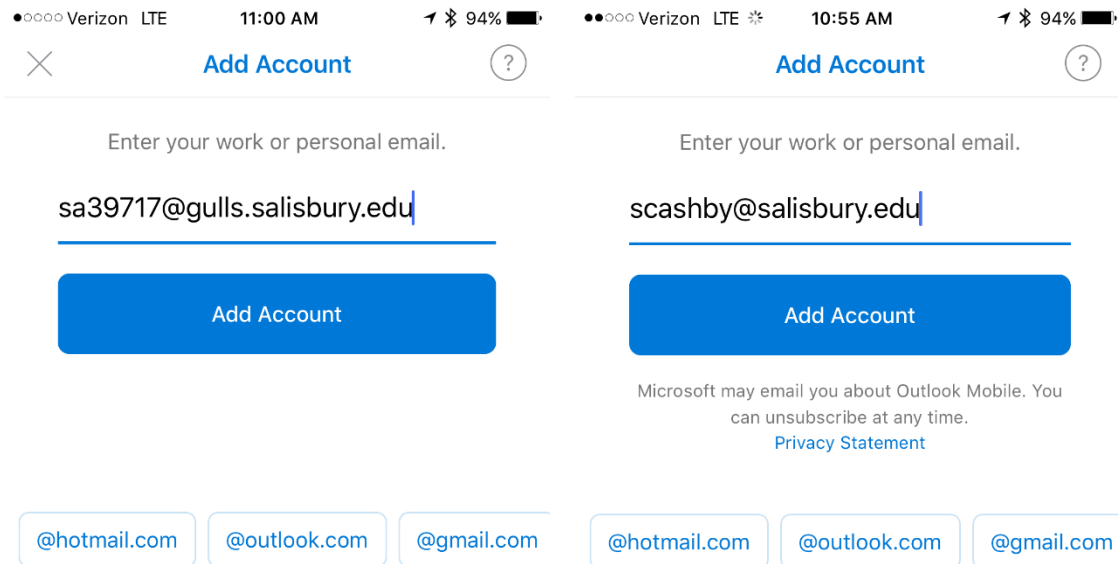
- Go to **Settings** and then tap **Add Account**.



- Tap **Add Email Account**.



- Enter your email address and then tap **Add Account** on iOS or **Continue** on Android.



For SU Students

- On the Office 365 screen, enter your password and tap **Sign In** or **Next**.

The screenshot shows the Office 365 sign-in interface. At the top, there is a back arrow on the left and the text "Not Office 365" with a question mark icon on the right. Below this, the text "Work or school account" is displayed. A profile card for "xStephen xAshby" with email "sa39717@gulls.salisbury.edu" is shown. Below the profile card is a password input field with a masked password "*****". At the bottom, there are two buttons: "Sign in" (blue) and "Back" (grey). Below the buttons, the text "Can't access your account?" is visible.

For SU Faculty and Staff using iOS

- On the Office 365 screen, tap **Not Office 365?** in the top right corner.

The screenshot shows the Office 365 sign-in interface. At the top, there is a back arrow on the left and the text "Not Office 365" with a question mark icon on the right. Below this, the Office 365 logo is displayed. The text "Work or school account" is shown. A profile card for "scashby@salisbury.edu" is visible.

- Tap **Change Account Provider**.

The screenshot shows a dialog box with three options: "Change Account Provider" (highlighted with a grey border), "Contact Support", and "Cancel".

- Tap **Exchange**.

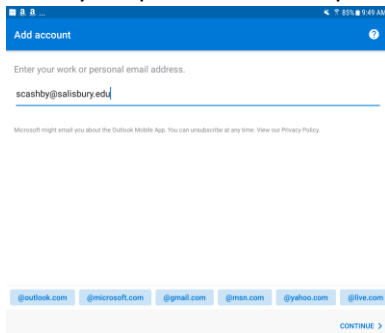
The screenshot shows the "Add Account" screen. At the top, there is a back arrow on the left and the text "Add Account" on the right. Below this, the text "Select your email provider:" is displayed. Under the heading "MICROSOFT", there are three options: "Office 365", "Outlook.com", and "Exchange".

- Enter your password, provide a description (optional) and then tap **Sign In** or **Next**.

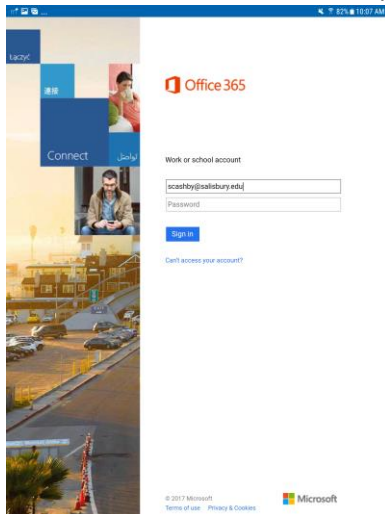
The screenshot shows the "Exchange" account setup screen. At the top, there is a back arrow on the left and the text "Exchange" on the right. Below this, the text "Email Address" is displayed with the value "scashby@salisbury.edu". Below the email address is a password input field with a masked password "*****". Below the password field is a description input field with the value "work". At the bottom, there is a toggle switch for "Use Advanced Settings" which is currently turned off. Below the toggle switch is a blue "Sign In" button.

For SU Faculty and Staff using Android

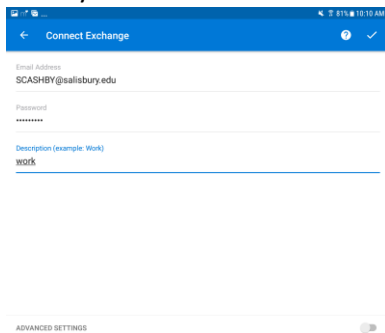
- Enter your password and tap **Continue, Sign In** or **Next**.



- If an Office 365 screen comes up, enter your password and tap Sign In, otherwise continue to next step.



- Enter your Password and label the account and tap the **Check Mark** in the upper right corner, or tap **Continue**.



Permissions

Outlook may ask permission to sync calendars, contacts, etc. Tap **Yes** or **Allow** to give Outlook those permissions, if desired.

