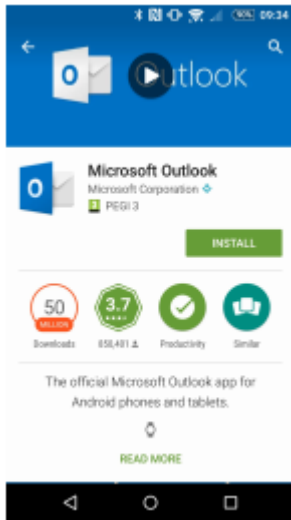
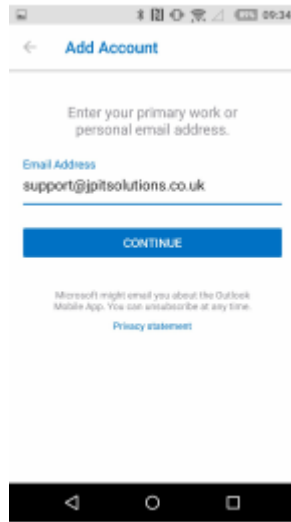


## How to setup outlook for Android

1. Go to the Play Store and download Microsoft Outlook



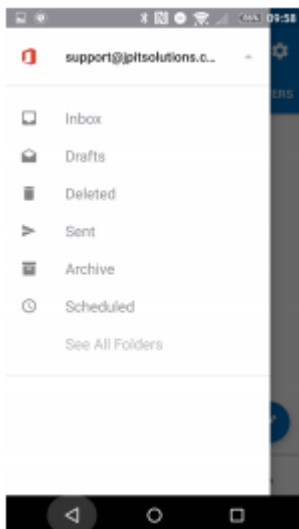
2. Select Get started and then type your email address



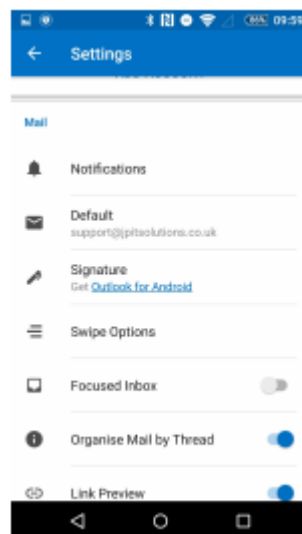
3. Choose Office 365 from the list and then enter your password.



4. To then view all folders click on the 3 lines and select See All Folders



5. To access settings like Signatures and notifications, press the cog at the top right.



6. To Send an email Click on the blue circle at the bottom. You can attach items from here too.

