



Setting Up the Outlook App for Android

For the best device integration, CITS recommends using the built-in Gmail and Calendar applications on your Android device. However, Microsoft offers an Outlook app that you can use if you prefer. This document explains how to set up Outlook for Android. The Android operating system varies from one device to another, so your screen may appear differently.

For assistance with this procedure, Faculty and Staff should contact the IT Service center at 508-999-8790 or email itscenter@umassd.edu, and Students should contact the student Help Desk at 508-999-8884, email itstudentcenter@umassd.edu, or visit the Library first floor Help Desk.

1. Visit the Google Play Store, and download Outlook onto your device.
<https://play.google.com/store/apps/details?id=com.microsoft.office.outlook>

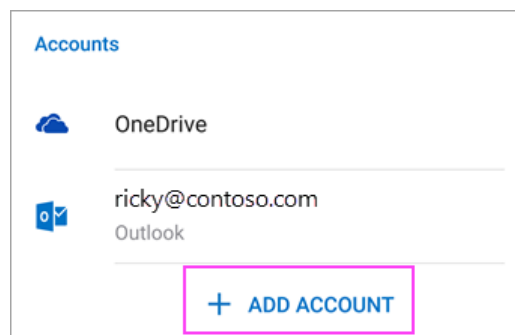
2. Tap to open Outlook.



3. If you are using Outlook for the first time, tap **Get Started**.
Otherwise, tap the **Settings** button at the top of the screen.



Then, tap the **Add Account** button.





4. On the Add Email Account page, enter your full email address (including @umassd.edu) into the field provided.

← Add account

Enter your primary work or personal email address.

Email address
yourname@umassd.edu

CONTINUE

Microsoft might email you about the Outlook Mobile App. You can unsubscribe at any time.
[Privacy statement](#)

Tap **Continue** when complete.
It may take a moment for the next page to load.

5. Enter your email password into the field provided.

UMass | Dartmouth

Sign in with your UMass Dartmouth email address

yourname@umassd.edu
.....

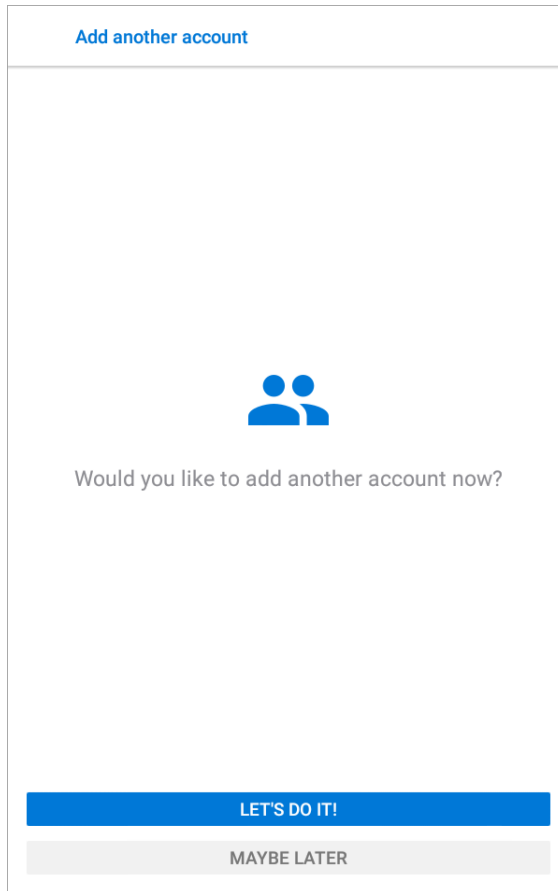
Sign in

Sign in requires format username@umassd.edu

Tap **Sign In** when complete.



6. Tap **Maybe Later** when asked to add additional accounts.



Outlook setup is complete!