Office 365 (Outlook for Android) – Configuring the Outlook App

1. Once you have installed the Outlook app, open the app.

2. Tap “Get Started”.
3. Enter in your RIC email.
4. Tap “Add an Account”.

5. Tap “Office 365”.
6. Enter in your password.

7. Tab “Maybe Later”.
8. You can either do:
   - Tap the **right arrow** to go through the different screens providing you with some information about the Outlook app
   - Tap “**Skip**” button to go right into the Outlook app.

9. You are now seeing your email listed in your Outlook app.