

Instructions to set up Outlook App for Android

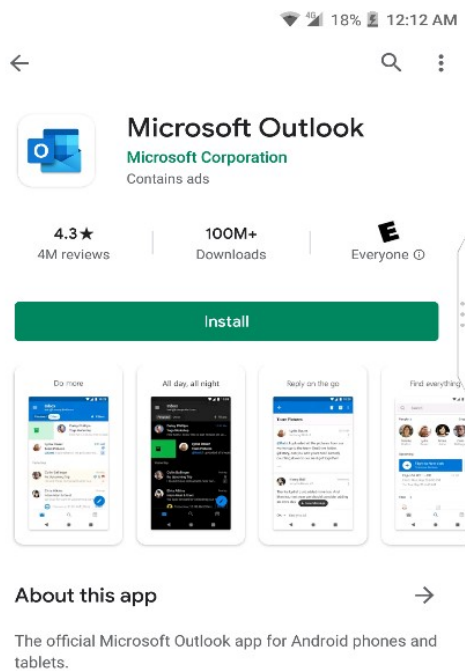
For the best results, please remove and re-add the accounts after migration to the cloud

To remove an account:

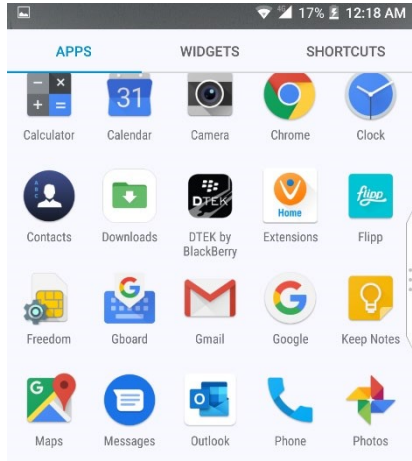
1. Click on your profile at the top left corner
2. Click on the Settings cog on the bottom left corner
3. Click on your email account under "Mail Accounts"
4. Click on "Delete Account"

To add an account:

Download and install Outlook App from Google Play Store. Depending on your Android version, the name of the app may be bit different.



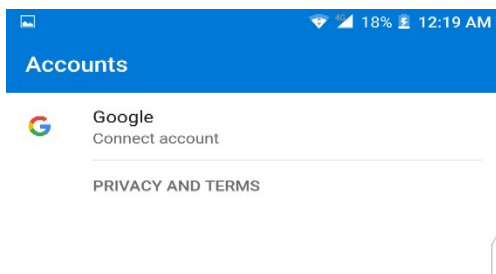
1. Open Outlook App from the list of applications



2. Click Get Started



3. Go to Accounts and Add Accounts



4. Enter your McMaster Email Address ('MacID@mcmaster.ca') and Click 'Continue'

12:20 AM 18%

✕ Add account ?

Enter your work or personal email address.

[Redacted]@mcmaster.ca

@outlook.com @live.ca @hotmail.ca @

PRIVACY AND TERMS CONTINUE >

5. Enter your MacID Password and click 'Sign in'

12:20 AM 18%

McMaster University

[Redacted]@mcmaster.ca

Enter password

Password

Forgot my password

Sign in with another account

Sign in

6. Account added message is displayed. Click 'Skip'.

Account added



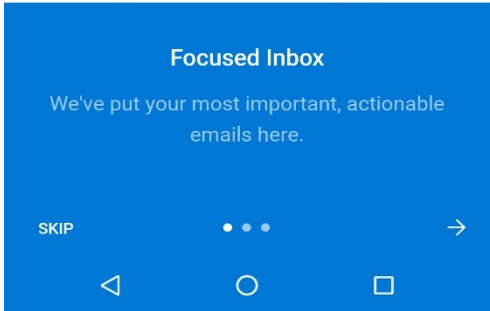
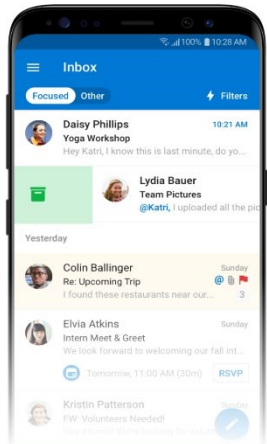
Would you like to add another account now?

SKIP

CONTINUE >



7. Click Next to go through the Tips or click 'SKIP' to access your Inbox



8. Your Inbox is displayed

