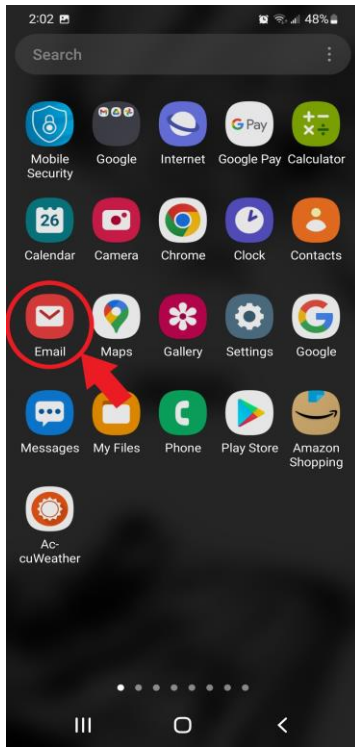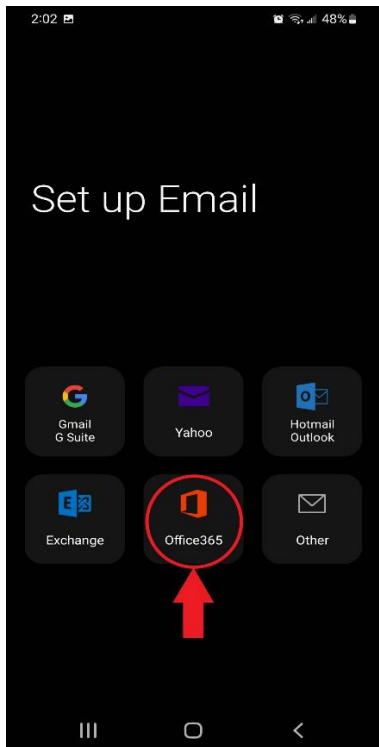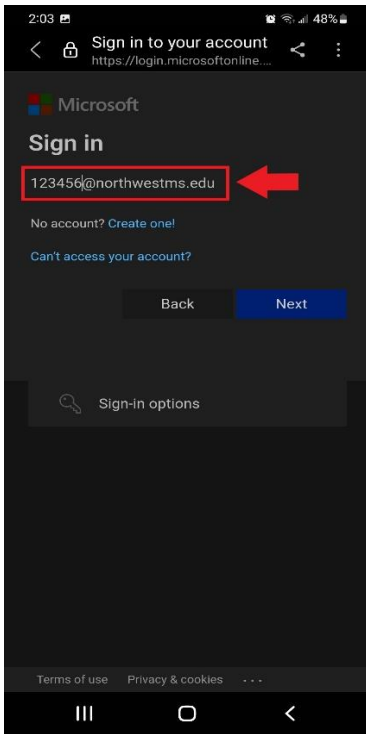1. Locate the default Mail app on your Android phone and open it.
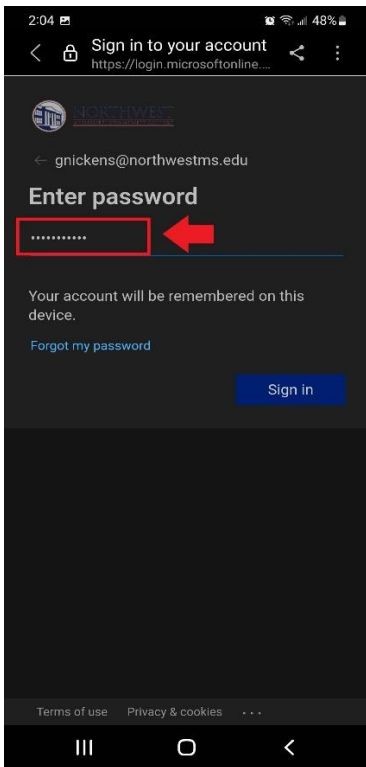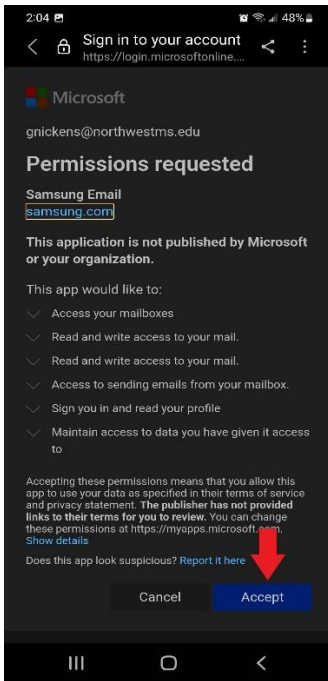

2. Select Office365.

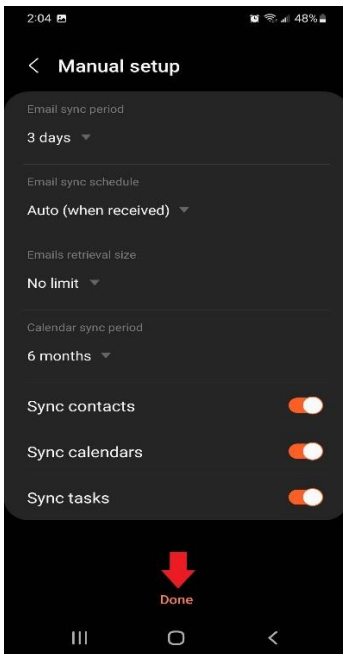3. Enter your Northwest email login.

4. Enter your password.

5. Allow Mail app permissions if requested.

6. Select "Done"

7. Name the mailbox something to differentiate it from your personal mailbox (ie. Northwest, NWCC, ect.)