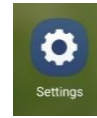
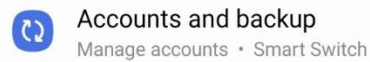


Adding Email to Your Android Phone

1. Click on **Settings** on your phone



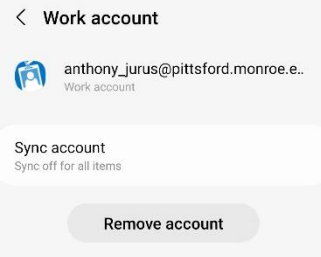
2. Next, click on **Accounts and Backup**



3. Click on **Manage Accounts**

Manage accounts

3a. If you previously had email set up on your phone, you will need to delete the account. Click on the account and select **Remove account**. Then follow the steps to delete the account.



4. Then, choose **Add account**

+ Add account

5. Click on **Outlook**

 Outlook

6. Next, click on **Continue**

CONTINUE

7. Enter your **work email address**

Enter your email

This email address is already connected with Office 365. Do you want to connect it again with another service?

8. If you see the next question, choose **Continue**

CANCEL CONTINUE

9. Choose **Outlook** for your Account Type

← Choose account type

Microsoft



Outlook



Exchange

10. Finally, enter your **email password**

 Microsoft

anthony_jurus@pittsford.monroe.edu

Enter password

Password

[Forgot password?](#)

Sign in

(same as what you use to sign into the computer)