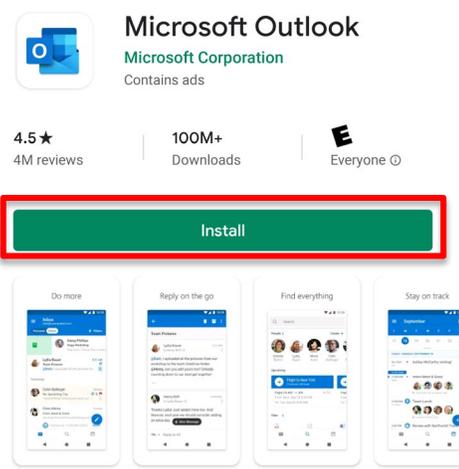


How to add CU email to Android Outlook App

PURPOSE:

- Add the Outlook application to an Android device
- Add CU email to Android Outlook App

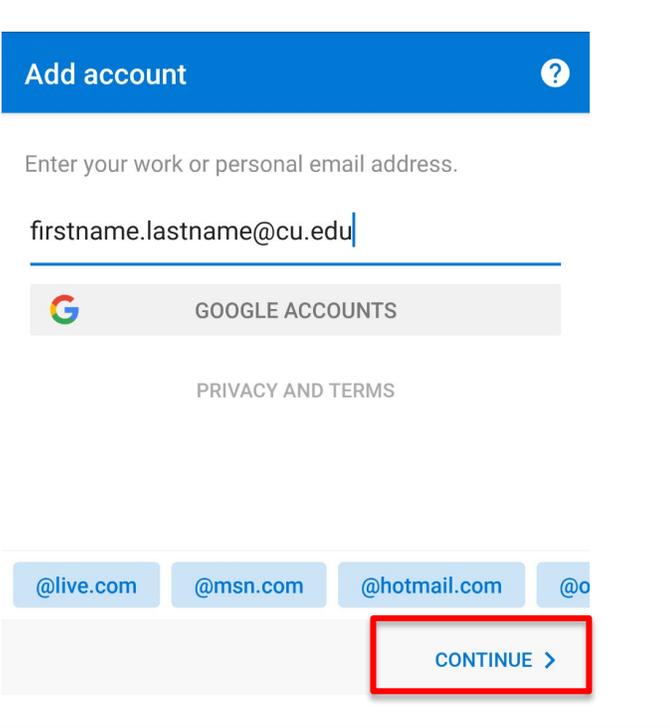
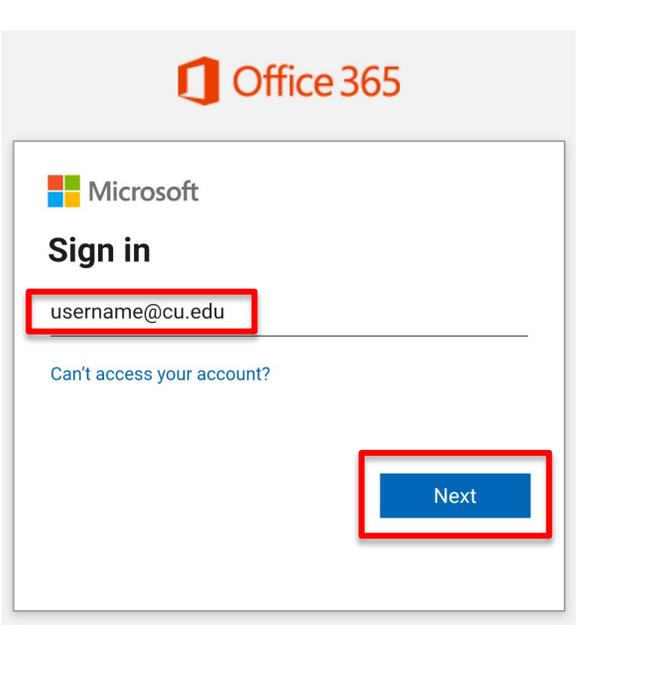
HOW TO ADD CU EMAIL TO ANDROID OUTLOOK APP:

<p>Navigate to the apps center of your Android device and search for Outlook.</p> <p>Download the Outlook Application.</p>	 <p>Microsoft Outlook Microsoft Corporation Contains ads</p> <p>4.5 ★ 4M reviews</p> <p>100M+ Downloads</p> <p>Everyone</p> <p>Install</p> <p>Do more Reply on the go Find everything Stay on track</p>
<p>Open the Outlook Application, then click Get Started.</p>	 <p></p> <p>Outlook</p> <p>A better way to manage your email.</p> <p>GET STARTED</p>



UIS SERVICE DESK

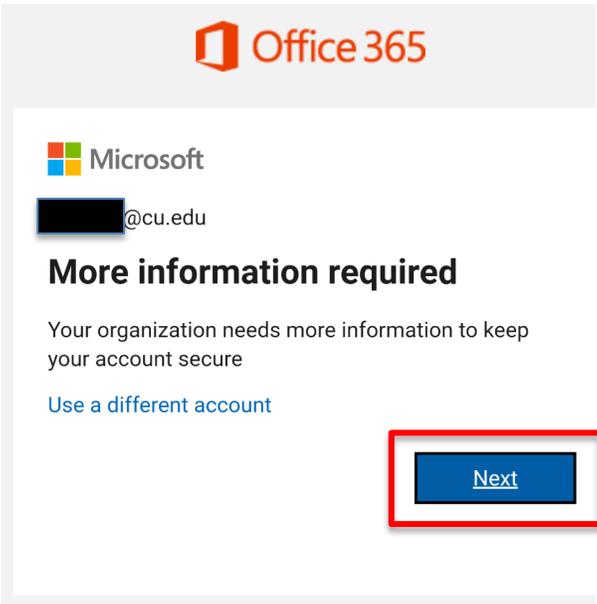
EMAIL & CALENDARS

<p>Enter your CU email address then click continue.</p>	
<p>Enter your username followed by @cu.edu, then click Next.</p>	



UIS SERVICE DESK

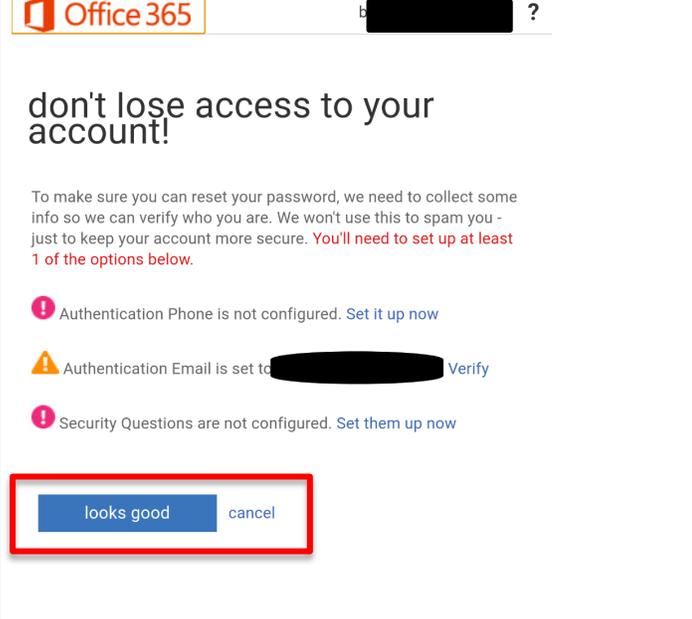
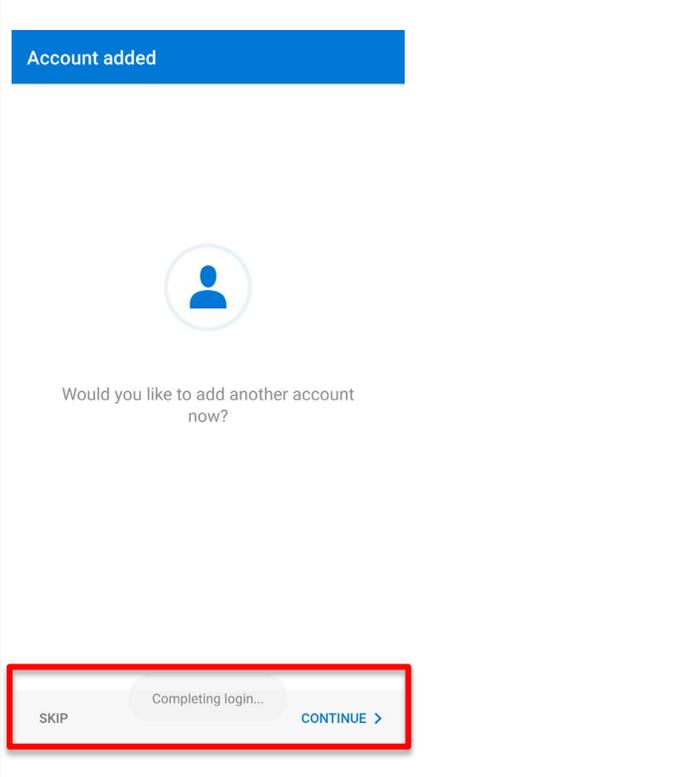
EMAIL & CALENDARS

<p>Enter your password then click Sign In.</p>	 <p>The screenshot shows the Office 365 sign-in interface. At the top is the Office 365 logo. Below it is the Microsoft logo and a user email address (redacted)@cu.edu. A red box highlights the 'Enter password' label and the password input field. Below the input field is a 'Forgot my password' link. A red box highlights the 'Sign in' button.</p>
<p>On the next screen, click Next.</p>	 <p>The screenshot shows the Office 365 'More information required' page. At the top is the Office 365 logo. Below it is the Microsoft logo and the user email address (redacted)@cu.edu. The heading 'More information required' is followed by the text: 'Your organization needs more information to keep your account secure'. There is a 'Use a different account' link. A red box highlights the 'Next' button.</p>



UIS SERVICE DESK

EMAIL & CALENDARS

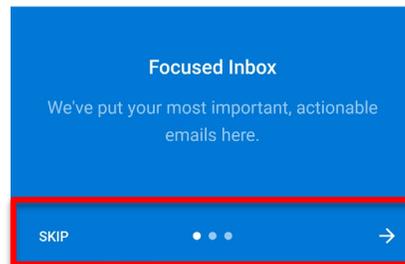
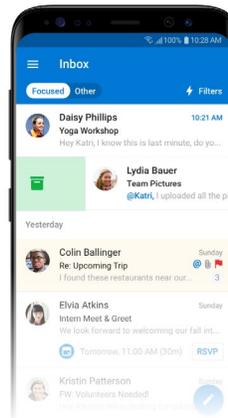
<p>You may see this screen; you can provide secondary information if desired, you can also click cancel to move on.</p>	 <p>The screenshot shows the Office 365 account security page. At the top, there is an 'Office 365' logo and a user profile icon. The main heading is 'don't lose access to your account!'. Below this, a message states: 'To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. You'll need to set up at least 1 of the options below.' There are three items listed: 'Authentication Phone is not configured. Set it up now', 'Authentication Email is set to [redacted] Verify', and 'Security Questions are not configured. Set them up now'. At the bottom, there are two buttons: 'looks good' and 'cancel', both highlighted with a red border.</p>
<p>At this screen, click Skip if you are done, or Continue to add another account.</p>	 <p>The screenshot shows the 'Account added' screen. At the top, there is a blue banner that says 'Account added'. Below this is a circular icon representing a person. The text asks: 'Would you like to add another account now?'. At the bottom, there are three buttons: 'SKIP', 'Completing login...', and 'CONTINUE >', all highlighted with a red border.</p>



UIS SERVICE DESK

EMAIL & CALENDARS

At this screen, you can go through the tutorial or click Skip to go to your Inbox.



You're all done!



Nothing left to read, well played!
Enjoy your empty inbox.

[VIEW MESSAGES IN FOCUSED](#)



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