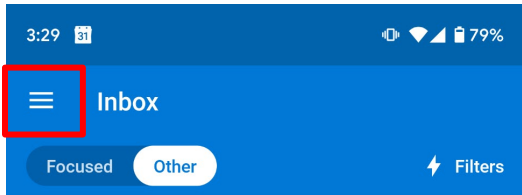


How to Remove and Add CU account on Android Outlook Application

PURPOSE:

- How to deleted your old CU account from Android Outlook application
- How to add your new CU account to Android Outlook application

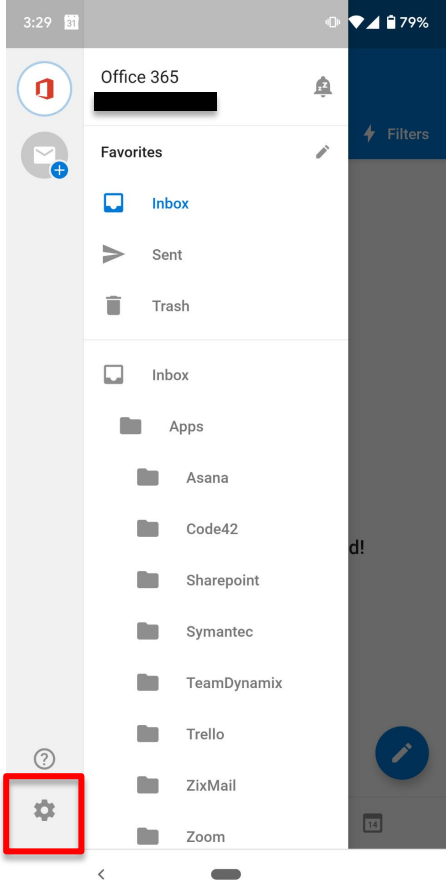
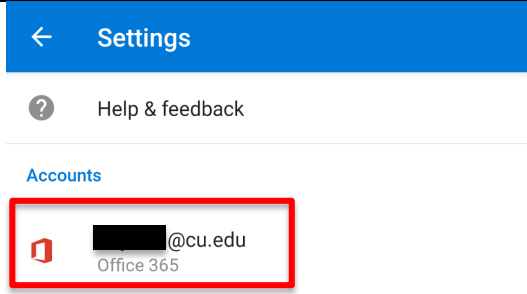
HOW TO CONFIGURE OFFICE 365 ON ANDROID OUTLOOK:

<p>Open the Exchange app, then click on the menu icon located at the top left.</p>	
------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------



UIS SERVICE DESK

EMAIL & CALENDARS

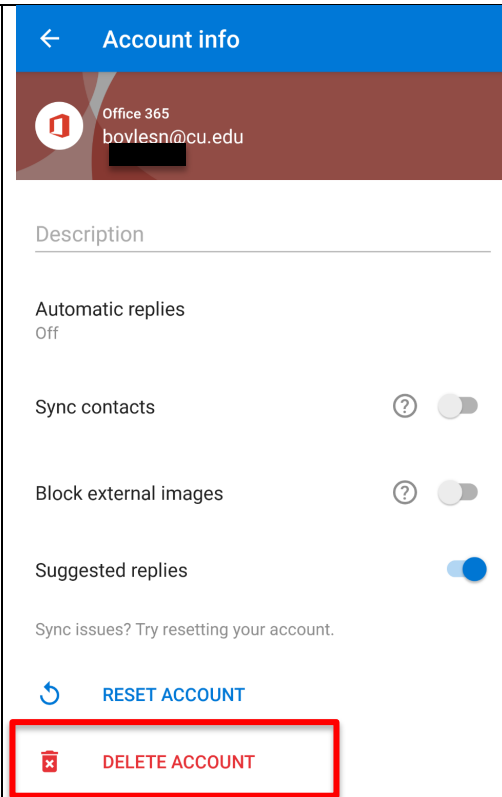
<p>In the menu, click the settings icon located at the bottom left.</p>	 <p>A screenshot of the Office 365 mobile app's main menu. The menu is displayed in a list format on the left side of the screen. At the bottom of this list, there is a settings icon (a gear) which is highlighted with a red square. Above the settings icon, there are various folders and accounts listed, including 'Inbox', 'Sent', 'Trash', and several other folders like 'Apps', 'Asana', 'Code42', 'Sharepoint', 'Symantec', 'TeamDynamix', 'Trello', 'ZixMail', and 'Zoom'. The top of the screen shows the time as 3:29 and the battery level at 79%.</p>
<p>Click on your CU.edu email account.</p>	 <p>A screenshot of the Office 365 mobile app's 'Settings' screen. The screen has a blue header with a back arrow and the word 'Settings'. Below the header, there is a 'Help & feedback' option with a question mark icon. Underneath, there is a section titled 'Accounts'. In this section, there is a list of accounts. The first account is highlighted with a red square; it shows the Office 365 logo, a redacted name, '@cu.edu', and 'Office 365' below it.</p>



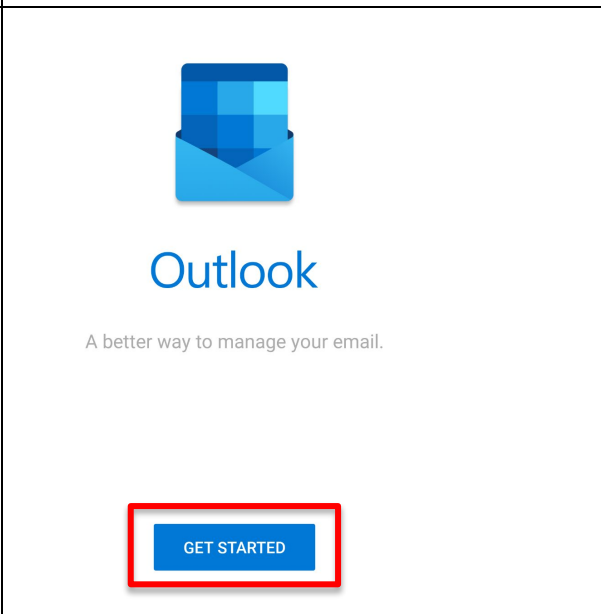
UIS SERVICE DESK

EMAIL & CALENDARS

At the bottom of the screen, click **Delete Account**.



Once your account is deleted, click **Get Started**.

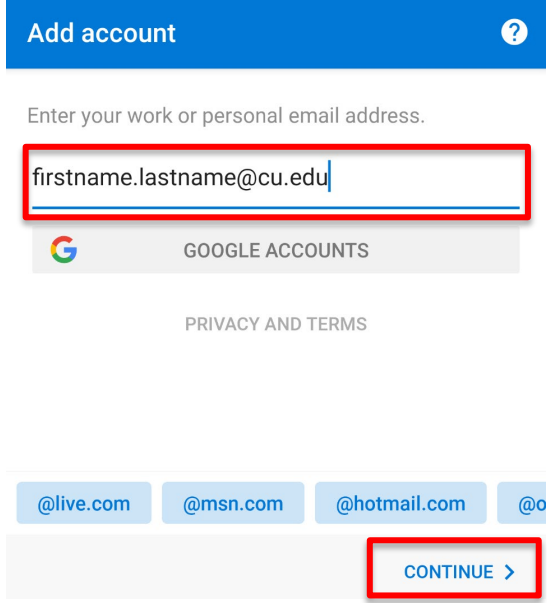
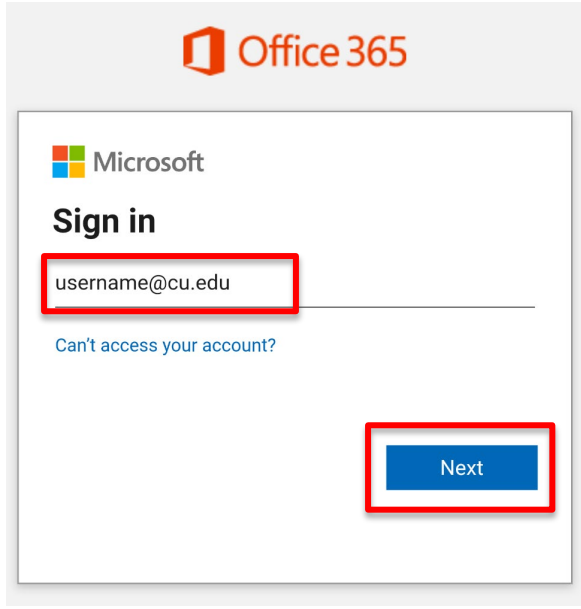


University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus
UNIVERSITY INFORMATION SERVICES

Contact UIS
Call: (303) 860-4357
Email: help@cu.edu

UIS SERVICE DESK

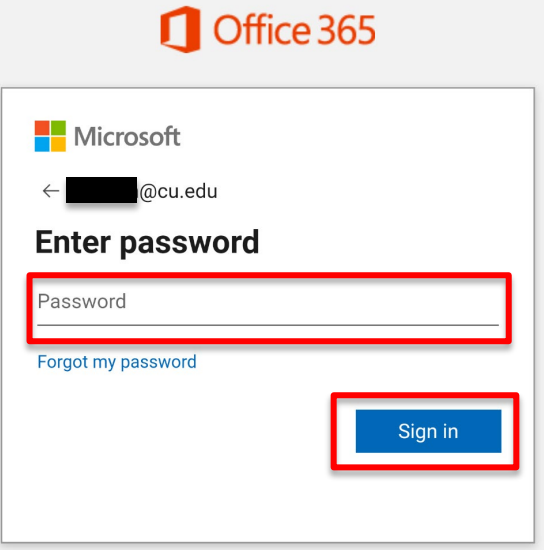
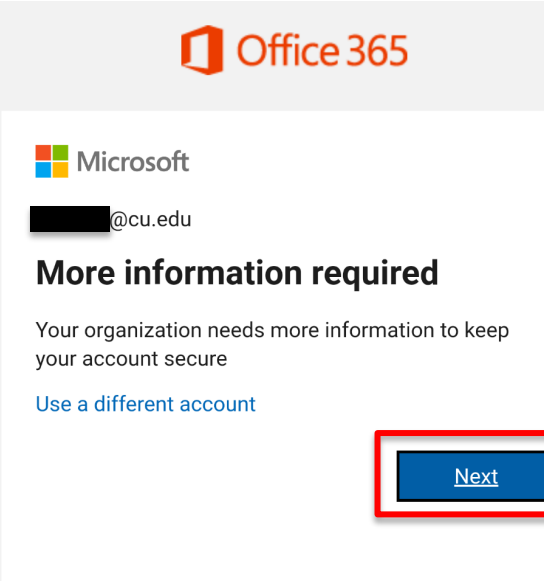
EMAIL & CALENDARS

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



UIS SERVICE DESK

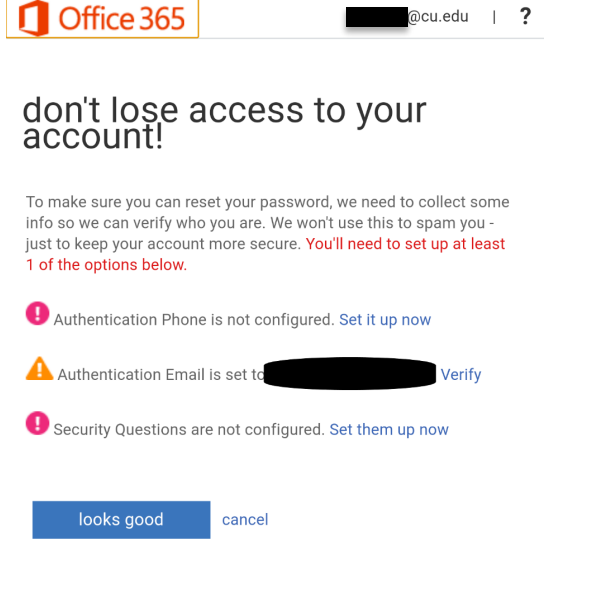
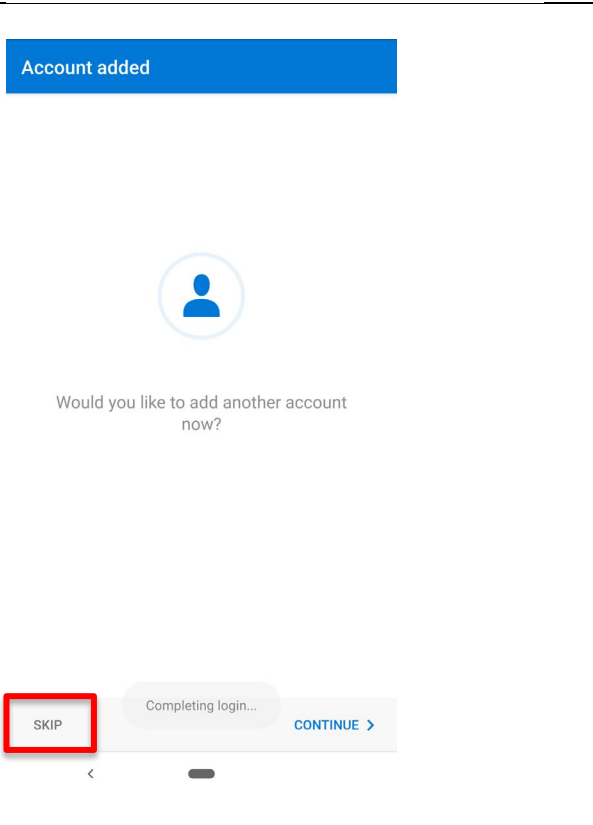
EMAIL & CALENDARS

<p>Enter your password then click Sign In.</p>	 <p>The screenshot shows the Office 365 sign-in interface. At the top, the Office 365 logo is displayed. Below it, the Microsoft logo and the user's email address (redacted) are shown. The main heading is "Enter password". A red rectangular box highlights the password input field. Below the field is a link for "Forgot my password". A blue "Sign in" button is highlighted with a red rectangular box.</p>
<p>On the next screen, click Next.</p>	 <p>The screenshot shows the Office 365 "More information required" screen. At the top, the Office 365 logo is displayed. Below it, the Microsoft logo and the user's email address (redacted) are shown. The main heading is "More information required". Below the heading, a message states: "Your organization needs more information to keep your account secure". A link for "Use a different account" is provided. A blue "Next" button is highlighted with a red rectangular box.</p>



UIS SERVICE DESK

EMAIL & CALENDARS

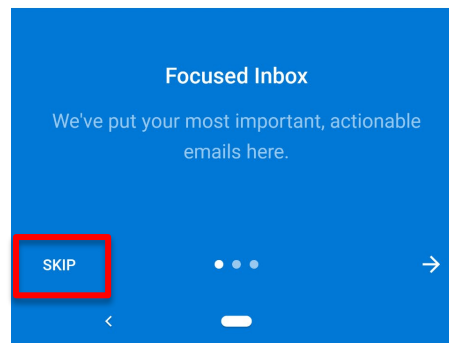
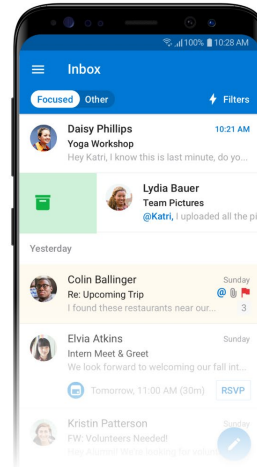
<p>You may see this screen; you can provide secondary information if desired and click looks good, or you can click cancel to move on.</p>	 <p>The screenshot shows the Office 365 account security screen. At the top, it says "Office 365" and shows a user email address ending in "@cu.edu". The main heading 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 with icons: 1. Authentication Phone is not configured. Set it up now (red exclamation mark icon). 2. Authentication Email is set to [redacted] Verify (yellow warning triangle icon). 3. Security Questions are not configured. Set them up now (red exclamation mark icon). At the bottom, there are two buttons: "looks good" (blue) and "cancel" (grey).</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 blue circle containing a white person icon. The text asks: "Would you like to add another account now?". At the bottom, there are two buttons: "SKIP" (grey, highlighted with a red box) and "CONTINUE >" (blue). Above the "CONTINUE" button, it says "Completing login...".</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!

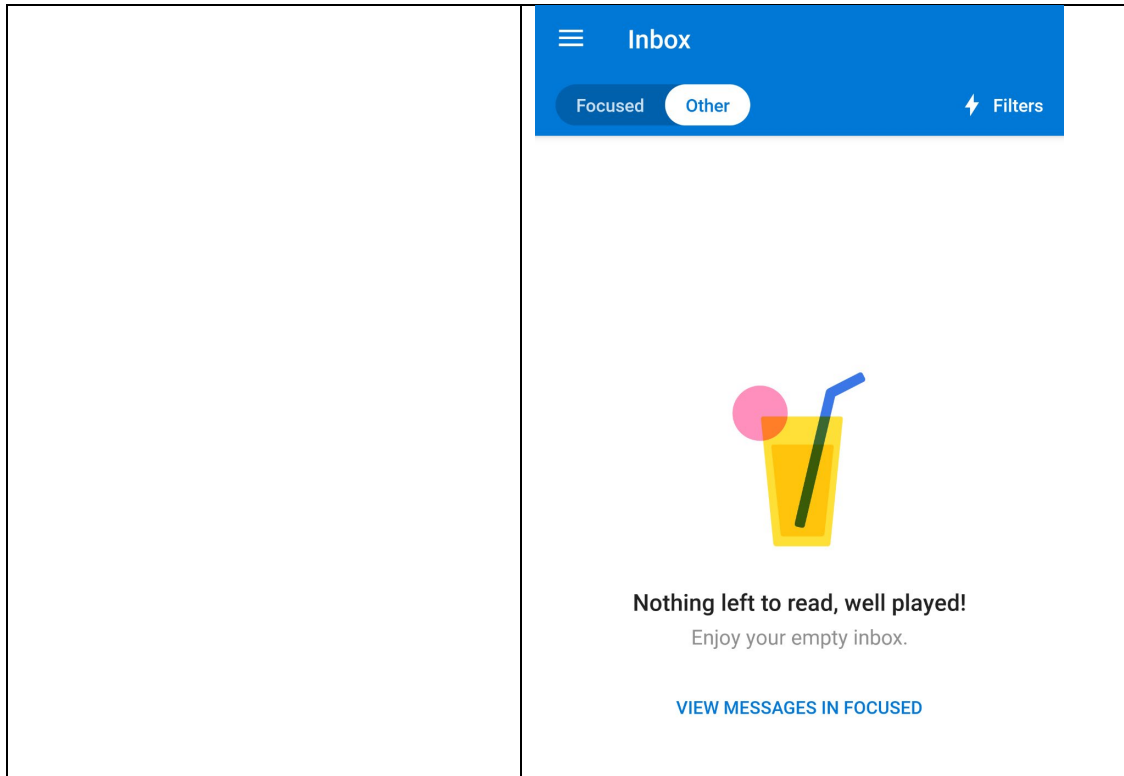


University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus
UNIVERSITY INFORMATION SERVICES

Contact UIS
Call: (303) 860-4357
Email: help@cu.edu

UIS SERVICE DESK

EMAIL & CALENDARS



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

UNIVERSITY INFORMATION SERVICES

Contact UIS

Call: (303) 860-4357

Email: help@cu.edu