“How do I set up Outlook on my Android device?”

*The appearance of Androids can vary so use these steps as a guide or consult the manufacturer’s help for your particular device.

**Microsoft is constantly changing appearance and access at the moment, this guide was created Mar 2016 and will be updated

The University of Aberdeen uses Microsoft Outlook for University email. This guide will show you how to configure Outlook on your Android device, and for more information about University email you can check out the Learners’ Toolkit “Outlook” resource.

There are two ways to set up Outlook on Android; the official “Outlook for Android” app on Google Play, or adding your Outlook account to the built-in Android mail app. We will look at both methods and you can choose the one that works for you.

Use Outlook for Android

1. Download the Outlook for Android app from the Google Play store if you haven’t installed it yet.

If you already have it installed, open it and then depending on your device, tap the navigation control at the bottom of your Android, or tap More > Settings > Add Account.

2. On Add An Account, select Office 365 as the University has a custom 365 outlook domain (@aberdeen.ac.uk, or @abdn.ac.uk)

3. Enter your full email address, for example u01jb15@aberdeen.ac.uk, type your password, and then tap Sign in.

Outlook for Android then starts syncing the account.

4. To view your calendar, files, or contacts from the app, tap More.

5. To learn more about using Outlook for Android, tap the navigation control at the bottom of your device, or tap Menu > Help.
Use built-in Android Mail

1. Tap Settings > Accounts > Add account > Email.

2. Type your full email address, for example u01jb15@aberdeen.ac.uk and then tap Manual Setup.

3. Select the Exchange option

4. Enter your password and tap on the Next arrow

5. Review the settings on the Exchange server settings page and update if necessary.
   - Email/Username  Make sure your full email address is in this box, for example, u01jb15@aberdeen.ac.uk.
   - Domain  If Domain and Username are separate text boxes in your version of Android, leave the Domain box empty, and type your full email address in the Username box.
   - Password  Use the password that you use to access your account.
   - Exchange Server  The server name for Office 365 for The University of Aberdeen is outlook.office365.com.
   - Make sure the Use secure connections (SSL) box is checked.

Further information and help

More information is available online
You can also use MyIT to log calls with the University’s IT Service Desk