

# University email - Outlook app for Android devices

The University of Aberdeen uses Microsoft Outlook for University email. This guide will show you how to set up the **Outlook app** on your Android device<sup>1</sup>.



For more information about University email you can check out the [Toolkit Email](#) resource.



You **must** have an unlock password set up on your Android device to access your University email. If not, you may see additional security messages as you set up the app.

## Download Outlook for Android

[Microsoft Outlook app](#) from the Play store.

2. Open the Outlook app.



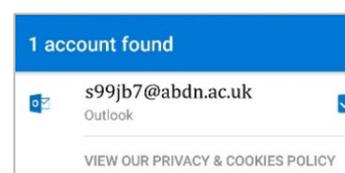
If you have never used this app before tap **Get Started** and follow instructions below.  
If you *already* have accounts listed in the Outlook app: Click on the Cog (Settings) Tap **Add Email Account** and again choose **Add Email Account**.



If you have previously configured a mail app on your device to see Exchange and your University Office 365 email account, Outlook will locate the account. Follow steps 1-5 below to set up the app. If you have never configured an account on your device, proceed to page 2 and follow steps 1-9.

## Already configured a mail app on your device to see your University email account?

2. Tap **Add Account**. The *Adding Account* message appears at the bottom of the screen.
3. Tap **Skip** if you do not intend to add another account
4. Swipe to read through any intro screens, or **Skip**
5. You'll see your **Inbox**



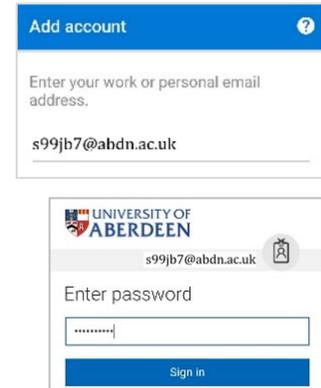
See pages 2-3 for instructions on how to use the app.

<sup>1</sup> The appearance of different versions of Android can vary so use these steps as a guide or consult the manufacturer's help for your particular device. The screenshots in this guide were captured on a OnePlus 8 running Android 11 and relate to app version 4.2127.3. In addition, Microsoft periodically updates the app, so screens and prompts may vary over time.

## Never configured a mail app on your device to see your University email account?

If you have never configured your Android Mail app to see Exchange before:

1. Enter your University userid followed by @abdn.ac.uk, e.g. **s99jb7@abdn.ac.uk** (where s99jb7 is *your* userid)
2. Tap **Continue**
3. Type your University password
4. Tap **Sign In**

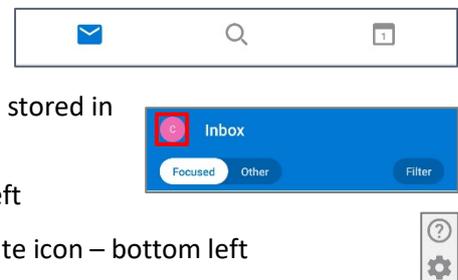


5. You will see the prompt for Multi Factor Authentication (MFA). You will be asked to **authenticate** using whatever method you have set up, e.g. Approve the sign in request or respond to a text or call.
6. Click **Activate** to set Outlook as a device administrator
7. Read through the Outlook Device Policy screen and click **Activate this device administrator** to accept the policy. Your account is added to Outlook
8. Tap **Skip** to continue to the Outlook welcome screen
9. Swipe to read through any intro screens, or **Skip**
10. You'll see your inbox



## Using Outlook for Android

- Switch between Mail or Calendar by tapping the icons at the bottom the app as appropriate
- Use the Search icon to look for emails, contacts, events or files stored in OneDrive for Business
- To view other mail **Folders**, in Mail view, tap the menu – top left
- To access **Settings** and **Help**, tap the menu, then the appropriate icon – bottom left



## Focused Inbox

The Outlook app sorts your incoming messages into a Focused inbox (for more important messages) and an Other inbox (for messages considered less important). It does this by taking a variety of factors into account, e.g. whether you regularly interact with the sender of a message, or whether the message is part of a bulk emailing.

To switch between inboxes:

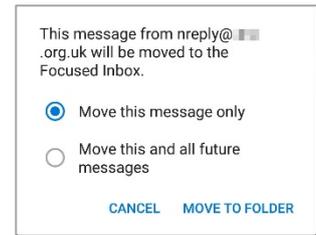
- In Mail view, tap the heading at the top of the message list

To move a message between inboxes

- Open the message
- Tap the overflow menu icon (top right corner)



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- Tap **Move to Focused** inbox/ **Move to Other inbox**
  - Choose whether to move the individual message, or all future messages from that sender
  - Tap **Move to Folder**



To disable Focused inbox

- In Mail view, tap the menu (top left)
- Tap the **Settings** icon (cog- bottom left)
- Scroll down to the Email section and tap the slider for Focused Inbox
- Return to the Mail view. All messages now appear in the same list



## Further information and help

Use MyIT to report an issue with the IT Service Desk: <https://myit.abdn.ac.uk>