About OWA for Android

Microsoft’s OWA for Android app offers a similar experience to using the Outlook Web App (OWA) webmail service (previously known as Outlook Web Access), with the added benefit of Android integration for notifications, and voice and swipe controls.

The app is available as a free download for Office365 users via the Google Play Store. It does not offer all the features of the full version of Outlook; for example you cannot set up additional profiles, create new folders, or configure rules. However, because it is a Microsoft product, it supports more Outlook features than Android’s built-in calendar (such as the ability to view shared calendars and use colour categories).

These instructions have been written for Android OS 7.x. If your Android OS is an older version, some of the steps may be different.

In terms of synchronisation, there is always a level of risk when using a mobile device for email and calendaring. This is because network connectivity is more variable on a mobile device than on a networked desktop PC.

Installation and set up

Install the app

1. Open Play Store on your Android mobile device.
2. Search for OWA for Android.
3. Tap the Install icon.
4. Read and accept the list of app access permissions.

Set up the app

1. Once the app has finished installing, tap Open.
2. Tap Continue.
3. Enter your University user ID followed by @abdn.ac.uk, e.g. abc123@abdn.ac.uk
4. Tap Sign in.
   - Tap Close if you see a ‘Couldnt connect’ message.
5. Enter your University password.
6. Tap Sign in. The device will search for the server settings. If you receive the message ‘Couldn’t find your settings’, tap Advanced and complete your user details shown in the appendix of this document.
7. Re-enter your password at the University of Aberdeen screen and tap Sign in.
8. When the Device Admin screen appears, tap Continue.
9. Read the Device Admin information.
10. If you are willing to accept the app as a Device Administrator, tap Activate this device administrator.
    If not, tap Cancel and continue to step 11.
Warning, if you activate the app as a Device Administrator, you must secure your mobile device with a password containing at least one letter. This prevents you from using a 4 digit pin code or swipe option to secure your mobile device, requiring a more complex password.

- If your device password does not meet the requirements of the OWA for Android app, you will be prompted to tap Continue.
- If you have an existing pin code or swipe security pattern for your mobile device, you will be prompted to enter this now.
- Tap Password to set up a new screen unlock password, then tap Continue. This must be at least four characters, and include at least one letter. This password will be required to unlock your mobile device. Confirm the password and tap OK.

11. Tap Continue to set up a 4 digit passcode for the app. This is different to your University password and you will have to enter every time you open the app.

Getting started

Open the app
1. Tap the OWA icon.
2. If you set up a 4 digit passcode at step 11, enter this now.

Switching between Mail, Calendar and People

To switch between Mail, People or Calendar, tap the icons at the bottom of the screen.

Changing app settings

The app allows you to change a limited number of settings.
1. In any view, tap the three lines icon at the top left of the screen and tap the settings cog icon.
2. Make your changes, e.g. automatic replies, edit your signature, change your app passcode.
3. Tap the arrow icon to return to Mail, Calendar or People.

Mail

Navigating your Inbox
1. In Mail, tap the three lines icon at the top left to open the Folder Pane.
2. Tap the arrow icons to expand or collapse folders, then tap on a folder name to view the contents.
3. Tap on an email to view it, then tap the arrow icon (top left) to go back to the folder view.

Sending emails
1. In Mail, tap on the plus icon (top right) to create a new email.
2. Write your email, and tap the three dots icon (top right) for more message options.
3. Tap the Send envelope icon when you are ready to send the email.
Replying to emails
1. Tap on the Reply arrow icon and choose from Reply, Reply all, Reply all by meeting or Forward.
2. Complete your email and tap the Send envelope icon.

Using the search tool

Search for emails/contacts
You can use the search facility to find Outlook items.
1. Tap the Search magnifying glass icon at the top right of the screen.
2. Type your search term – note that you are presented with options to select from as you type.
3. Tap the x to close the search.

Calendar

Viewing multiple calendars
You can overlay multiple calendars.
1. In Calendar, if you cannot see your list of shared calendars on the left of the screen, tap the three lines icon to open the Folder Pane.
2. Tap the calendars you wish to view.
3. Tap at the right of the screen to close the folder pane and return to the calendar view.

Creating appointments
1. In Calendar, tap the + icon to create a new event.
2. Complete your event details.
3. Tap the three dots icon to categorize your event using your Outlook colours. If you have a long list of categories, you may need to scroll through the list.
4. Tap the Send envelope icon to save.

People
The People area contains your Outlook Contacts. When connected to the internet, you can also use the People area to search the University’s Global Address List (GAL).
How to uninstall OWA for Android

When the app is closed, press down on the OWA app icon and drag it to the Uninstall option at the top of the screen. You can then confirm that you want to uninstall the app.

If the uninstall option is unavailable, this means that you chose to activate the app as a Device Administrator during set up. You will need to cancel this setting before you can uninstall the app.

1. Open your mobile device Settings (usually a cog icon).
3. Scroll to the Device administration section.
4. Tap Device administrators.
5. Switch off OWA as a Device Administrator.
6. On the OWA summary screen, scroll down and tap Deactivate this device administrator.
7. Close Settings.
8. You can now Uninstall the OWA app.

Appendix- Server Settings

If you receive the message ‘Couldn’t find your settings’, tap Advanced and complete your user details as follows:

- Email address: Your University email address, e.g. joe.bloggs@abdn.ac.uk
- Password: Your University password
- User name: Your University user ID followed by @abdn.ac.uk, e.g. abc123@abdn.ac.uk
- Domain: Leave this blank
- Server: outlook.office365.com
- Tick Server requires encrypted (SSL) connection.