

Student email - Outlook on Android devices

*The appearance of the Android operating system can vary depending on the manufacturer of your device, 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 Sept 2017 and will be updated.

This guide will show you how to configure Outlook on your Android device. For more information about University email you can check out the Toolkit [Student Email](#) resource.

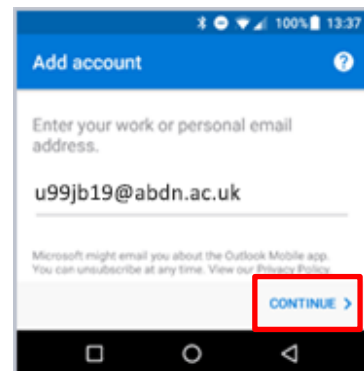
There are two ways to set up Outlook on Android: use the official [Microsoft Outlook Android app](#) (available on Google Play) or add your Outlook account to the Gmail mail app (or other mail app) on your device. We will look at both methods and you can choose the one that you prefer.

Note: You **must** have an unlock passcode set up on your Android device to access your University email.

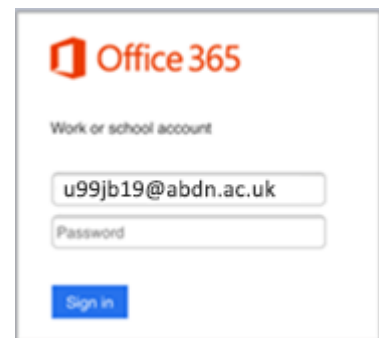
Use Outlook for Android



1. Download the [Microsoft Outlook for Android app](#) from the Google Play store if you haven't installed it yet. Once installed, open the app.
2. Enter your University email address in the format **[yourusername]@abdn.ac.uk**, e.g. *u99jb19@abdn.ac.uk* and tap **Continue**.



3. In the Office 365 window type in your password and then tap **Sign in**
4. Browse through the help notes or skip.
5. You will then see your Inbox.
6. To view your calendar, files, or contacts from the app, tap the icons at the bottom of the screen



7. To learn more about using Outlook for Android, tap the cog at the top of the screen, then tap **Help & feedback**.

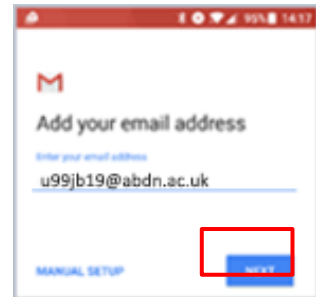


Use Gmail (or other mail app)



Note: These screenshots apply to Gmail.

1. Tap **Settings > Accounts > Add account > Exchange**.
2. Type your full email address in the format **[yourusername]@abdn.ac.uk**, e.g. *u99jb19@abdn.ac.uk* and then tap **Next**.



3. Enter your password and tap **Next**.
4. Tap **OK** to confirm the Redirect request.



5. Review the Incoming server settings page and update if necessary.
 - **Domain/Username** Make sure your full email address is in this box, for example, *u99jb19@abdn.ac.uk*.

Note: 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.
- **Server** The server name for Office 365 for The University of Aberdeen is **outlook.office365.com**.
- **Security type** SSL/TLS.
- Tap **Next**.
- Tap **OK** to confirm the message re security.
- Scroll to the bottom of the security permissions and tap **Activate this device administrator**.



6. Enter a display name for the account (optional) and tap **Next**. The account is set up and ready for use in your mail app.

Further information and help

More information is [available online](#). You can also use MyIT to log calls with [the University's IT Service Desk](#)