Outlook App for 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 device.

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[1].

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

Download Outlook for Android

1. Download the official Microsoft Outlook app from the Play store.
2. Open the Outlook app.

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 1-3 below to set up the app. If you have never configured an account on your device, proceed to page 2 and follow steps 1-8.

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

1. A list of the accounts on the device will appear. Ensure that the checkbox for the account you want to add to the app is ticked. If there are additional accounts listed that you do not want to add, eg a personal email account, tap the checkbox to deselect the tick.

2. Tap **Continue.**
3. Upon returning to the Outlook inbox, you will either immediately see your University mail inbox, or you can switch to it by tapping on the account menu in the top left corner.

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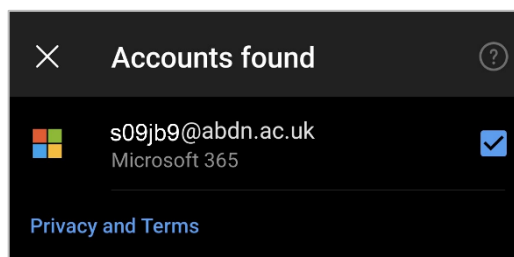
[1] The appearance of different versions of Android can vary so use these steps as a guide or consult the manufacturer's help for your particular device. The screenshots in this guide were captured on a Samsung Galaxy S24 running Android 15 and relate to app version 4..2537.0 In addition, Microsoft periodically 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.

   u09jb99@abdn.ac.uk (where u09jb99is *your* userid)

2. Tap **Add Account**

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. Tap **Skip** to continue to the Outlook welcome screen

7. Swipe to read through any intro screens, or **Skip**

8. You'll see your inbox
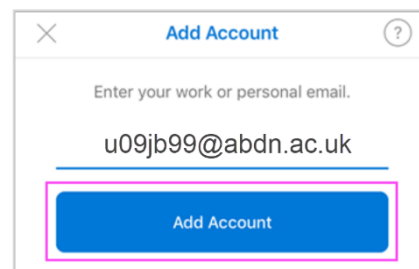
Using Outlook for Android

– 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
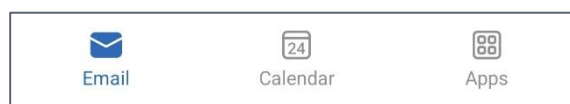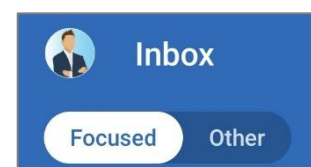
Focused Inbox

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
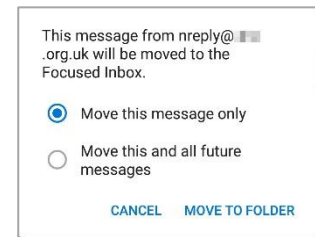
To move a message between inboxes

– Open the message

– Tap the overflow menu icon (bottom right corner)

- Tap **Move to Focused** 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 Mail section and tap the slider for Focused Inbox

- Return to the Mail view. All messages now appear in the same list

Use Gmail (or other mail app)

You can also add your Outlook account to a mail app of your choice – please note that these screenshots apply specifically to Gmail.

1. Tap **Settings** > **Add account** > **Exchange and Office 365**

2. Type your full email address in the format **yourusername@abdn.ac.uk**, e.g. *u09jb99@abdn.ac.uk* and then tap **Next**.

3. Enter your password and tap **Next.**

4. Follow the instructions to complete MFA verification.

5. You can now switch between inboxes by tapping on your profile picture.
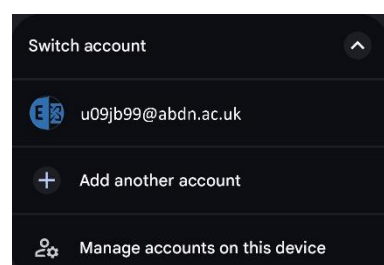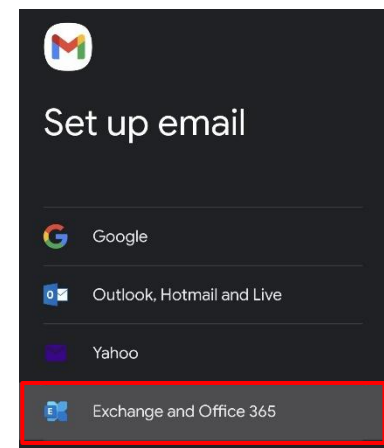
Further information and help

More information is available on [Microsoft Help](). You can also use MyIT to report an issue to the IT Service Desk: https://myit.abdn.ac.uk