NOTE   Outlook for Android requires a device running Android 4.0 or later.

Do you have Outlook for Android installed on your device?

If it's not installed on your device, download Outlook for Android from the [Google Play Store](https://play.google.com/store/apps/details?id=com.microsoft.office.outlook&hl=en). Open the app. If you want an introduction, tap **Product Tour**, or tap, **Get Started**.

If it is installed on your device, **open the app**:

1. Tap the navigation control at the bottom of your device, or tap **More**  > **Settings** > **Add Account**.
2. On the **Add An Account** page, select the mail account you want to add:
3. Tap **Exchange** (since you are connecting your school account in Office 365, which is an Exchange-based mail account.)

 

1. Enter your full email address, for example bob@stu.southuniversity.edu, type your password, and then tap **Sign in**.
2. The account will be added, and Outlook for Android will begin to sync to the email account.