OVERVIEW

How to set up your Office 365 email on your Android Device (Outlook app)

DESIGNED FOR

Students

CONTENT

To set up Office 365 email on your iOS device using the Outlook App,

1. If you haven't already, **download the Outlook App**
2. Open **Outlook**
3. Select **Get Started**
4. Outlook might detect your Google accounts. Select **Skip**.
5. Enter your UTSA-issued email address: first.last@my.utsa.edu
6. Select **Continue**
7. Sign in by entering your abc123 and myUTSA passphrase
8. Authenticate with Duo (*never used Duo before? Visit passphrase.utsa.edu*)
9. You're good to go!

REQUIREMENTS

An Android device (iphone, ipad, etc)

LEARN MORE

To find out more about Office 365 email at UTSA, visit https://utsa.edu/office365.