Using the Outlook for Android app

NOTE   Outlook for Android requires a device running Android 4.0 or later. App availability varies so find out what's available in your country.

By using the Outlook for Android you can access your email, calendar, contacts, and OneDrive files from within the app rather than having to check separate apps.

NOTE   You cannot access tasks from the Outlook for Android app.

1   Download the Outlook for Android app from the Google Play store if you haven't installed it yet.
    If you already have it installed, open it and then depending on your device, tap the navigation control at the bottom of your Android, or tap **More** > **Settings** > **Add Account**.

2   Tap **Office 365** if you have a work or school account in Office 365 for business.
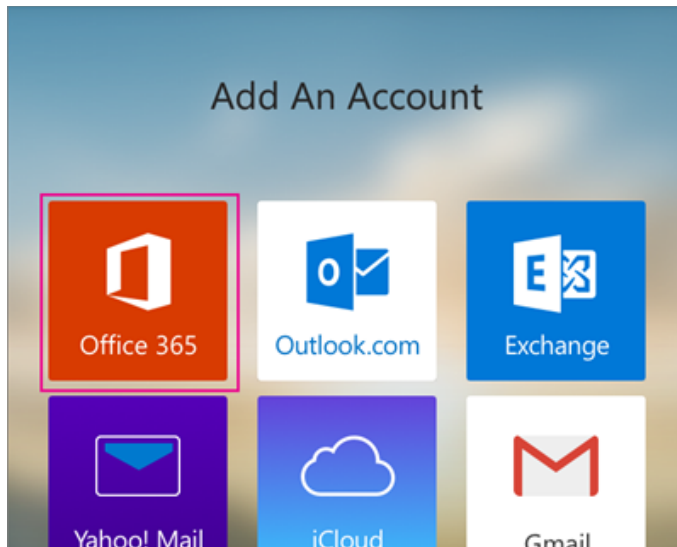
3   Enter your full email address, for example jdoe@wtps.org, type your password, and then tap **Sign in**.
    NOTE   If you previously selected Exchange to set up your account you may receive a message about security upgrades and you need to re-sign in. Follow the prompts and sign in with your full email

address and password.
Outlook for Android then starts syncing the account.

4   To view your calendar, files, or contacts from the app, tap **More**
    ≡.
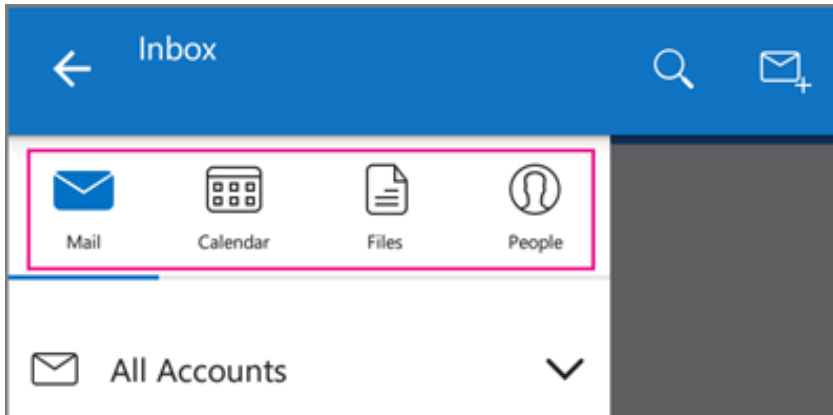
5   To learn more about using Outlook for Android, tap the navigation
    control at the bottom of your device, or tap **Menu** > **Help**. Or, see
    Frequently asked questions about Outlook for iOS and Android.

You can have more than one account in Outlook for Android. Select the
type of account you want to add and follow those steps.

Delete an account
1   Depending on your device, tap the navigation control at the bottom
    of your device, or tap **More** > **Settings**.

2   Tap the account you want to delete.

3   Select **Remove Account from Device and Remote**.