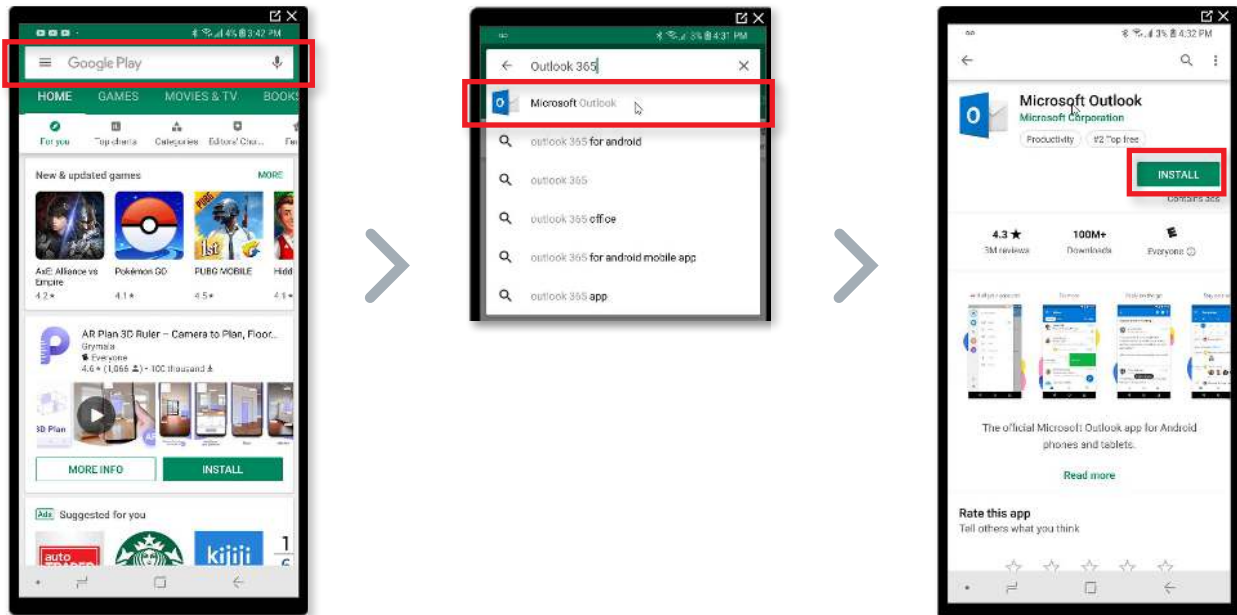
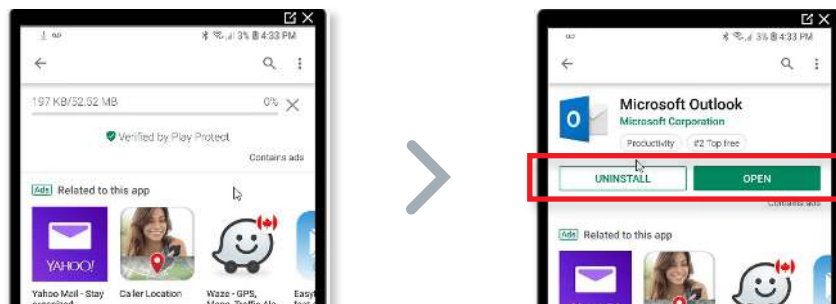


DOWNLOAD AND CONFIGURE OUTLOOK ANDROID

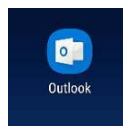
1. Navigate back to the search bar in your Play Store, and type in “**Outlook 365**”. As you type you should see something similar to the following list. Choose the result with the Microsoft Outlook logo. Tap on the green ‘Install’ button.



2. Once the application starts installing, you'll see a screen similar to the one below. When the installation is complete, the application will show the open or uninstall menu.



3. Click on the home button of your phone to return to your phone's main screen. You should now have the Outlook icon on your phone.



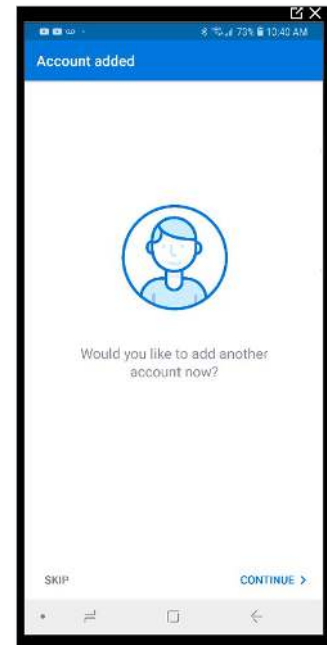
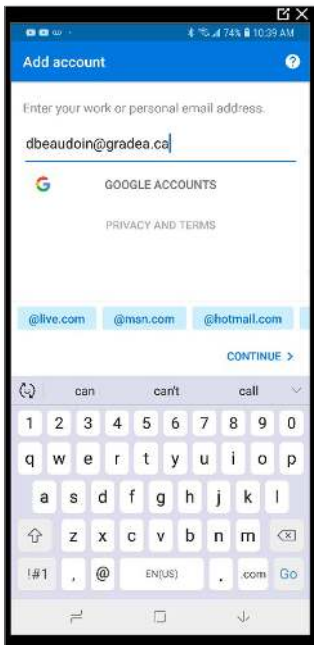


Configure Microsoft Outlook

1. Launch the Outlook app on your cell phone

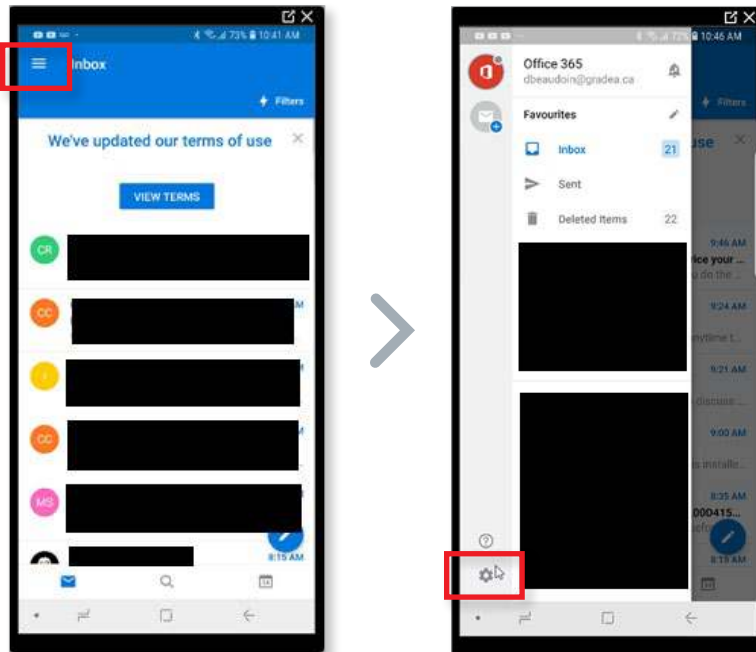


2. Enter your email address. Tap 'Continue'. Enter your password.

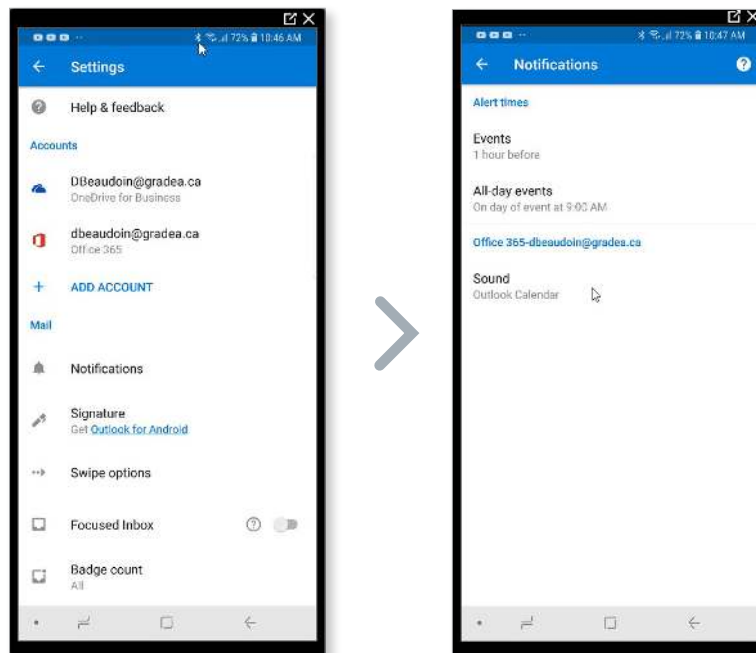




3. Once in Outlook, click on the three BARS at the top left. From there, click on the cog at the bottom to get into the settings.



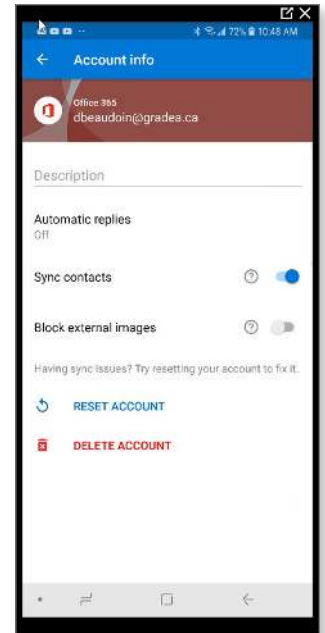
4. If you wish, remove the signature setting. Set your default Outlook reminders to your preference.





5. From the main settings screen, click on your Office 365 email account (not the OneDrive). On some phones, the contacts are not synced by default. Enable this here.

NOTE: You want to make sure you are not using the native contacts in your phone when you do this otherwise you could have duplicates.



Having Trouble?

You can also email servicedesk@gradea.ca or call us at 613-721-3331 or 1-866-5-GRADEA.