Outlook App
Downloading on an Android

Introduction
Microsoft provides a standalone Outlook app for sending and retrieving Towson University email, calendars, contacts and tasks on your Android Device. This app is the only supported method for accessing Towson email services on an Android Device.

Downloading the Outlook App

The Microsoft Outlook app can be downloaded from the Google Play App Store.

1. From the Home screen, press the Apps button.
   
   ![Figure 1](image1)

2. Find and select the Play Store application.
   
   ![Figure 2](image2)

3. Search for Microsoft Outlook and press INSTALL.
   
   ![Figure 3](image3)

4. After the installation has finished, press OPEN.
5. The Outlook launch screen will appear. Press **GET STARTED**.

![Outlook App](image)

**Figure 4**

6. The **Add account** screen will appear. Enter your Towson email address in the box and press **CONTINUE** at the bottom right-hand corner.

![Add account](image)

**Figure 5**
7. You will be automatically redirected to the Towson University Office 365 Login Screen. Enter your Towson University password in the **Password** field and press **Sign In**.

![Login Screen](image)

**Figure 6**

8. Outlook may ask you to set the app as a device administrator, Press **ACTIVATE**.

![Device Administrator Activation](image)

**Figure 7**
9. The **DEVICE ADMINISTRATOR** screen will appear. Press **ACTIVATE**.

![DEVICE ADMINISTRATOR](image)

**Figure 8**

10. The **Account added** screen will appear, asking you if you would like to add an additional account to the Outlook app. You may add other personal email accounts or press **SKIP**.

![Account added](image)

**Figure 9**

11. You will be presented with several splash screens giving you a tour of the features of the Outlook app. Slide each screen to the left or tap the right arrow. Alternatively, you can skip the tutorial by tapping the **Skip** command. Your email will appear automatically. You have successfully connected your Towson Exchange account to the Microsoft Outlook app.
App Overview

The Microsoft Outlook app features sections for Mail, Calendar, Files, People and Settings. This brief overview will highlight some key features of each screen.

Mail

1. Press the Mail icon to view the Mail screen.

2. To compose a new message, tap the Compose icon in the bottom right corner. A New message window will appear. Write your message as you would normally and tap the Send icon to send your message.

3. You are provided with both a Focused and Other mailbox by default. Toggle between both views to see important and non-important mail. This setting can be turned off in the Settings view.

Figure 10
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**Calendar**

1. Press the Calendar icon to view the Calendar screen.
2. Tap the + sign in the bottom right corner to add a new event. Complete the fields and tap the checkmark to add your entry. Tap the X icon to cancel your entry.
3. Tap the view icon in the top right corner to toggle between Agenda view (which provides a single list of upcoming events), Day view (which provides a more traditional calendar view) and 3-Day (which shows all events on one screen for the next three days).

![Calendar screen](image)

*Figure 11*
Files

1. Press the **Files** icon to view the Files screen.
2. A list of recently used files will appear under each connected service.

![Files screen](image12.png)

*Figure 12*
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People

1. Press the **People** icon to view the People screen.

2. A list of your Outlook contacts appears, grouped by letter. Tap the **Search** icon to search for a contact. If they do not appear in your contact list, tap **SEARCH DIRECTORY** to search the Global Address Book.

**Note:** There is no ability to add a contact to the contacts using this app.
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**Settings**

1. Press the **gear** icon in the upper right-hand corner to view the **Settings** screen.

2. The **Settings** screen allows you to set a signature for outgoing mail, add additional accounts and toggle the **Focused Inbox** on or off.

3. Scroll down to customize calendar notifications and add personal or interesting calendars to your calendar view.

![Settings Menu](image)