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.png)

2. Find and select the Play Store application.

![Figure 2](image2.png)

3. Search for Microsoft Outlook and press INSTALL.

![Figure 3](image3.png)

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

![Outlook Launch Screen](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 Screen](image)

**Figure 5**

**Note:** You may be taken to a screen where you will need to add your account. Under **Signed in to Google as**, select **Add account**. You will be taken to a Google Sign in Page, type in your **Towson University Email Address** and **Password** then click **Next**.
7. You will be automatically redirected to the **Towson University Login Screen**. Login in with your **Username (NetID)** and **Password** then press **Sign In**.

![Login Screen](image)

**Figure 6**

8. 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 Screen](image)

**Figure 7**

9. 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 at the bottom of the screen to view the Inbox.

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 at the top right-hand corner of the screen 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.
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**Contacts**

1. To access your contacts, click the **Search** icon. You will be presented with a screen that contains a search bar, the **Contacts** tab, and a **Files** tab.

2. You can search for a contact by using the **search bar** at the top of the screen.

3. To view your Outlook contacts, click on the **Contacts**. A list of your contacts will appear under the **People** page, grouped by letter. To add a new contact, click on the + sign at the bottom right-hand side of the screen (a pop up will appear asking you to allow outlook to access your contacts, click allow). You will receive a Enable contact sync pop up window, select **Enable**, you will now be able to save contact using the outlook app.

![Contacts](image.png)

**Figure 11**
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**Calendar**

1. Press the **Calendar** icon at the bottom right corner of the screen to view the **Calendar** screen.

![Calendar Screen](image12)

**Figure 12**

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.

![Adding Event](image13)

**Figure 13**

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) **Week** view (which shows all events on one screen for the week) and **Month** view (which gives you a view of all the events you have throughout the month).
**Files**

1. Files can also be found on the search screen under the contacts tab.
2. To access all your files simply click on Files. The Files Page will appear with a list of all your files under each connected service.

![Files Page](image)

**Figure 14**

**Settings**

1. Select the Navigation Drawer on the top left side of the screen. A side menu will appear.
2. Select the gear icon in the lower left-hand corner to view the Settings screen.

![Settings Screen](image)

**Figure 15**

3. The Settings screen allows you to set a signature for outgoing mail, add additional accounts and toggle the Focused Inbox on or off.
4. Scroll down to customize calendar notifications and add personal or interesting calendars to your calendar view.

Figure 16