

Microsoft 365

How to Configure the Outlook App
for Exchange Email for Apple OR
Android Mobile Devices



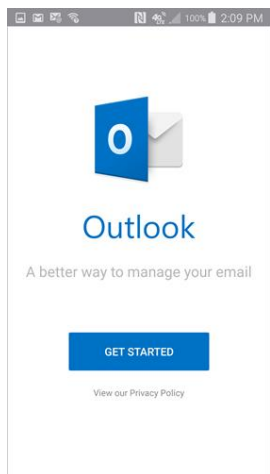
The Microsoft Outlook app is the recommended way to access your Office 365 Exchange email and calendar on an Apple IOS device and the ONLY App that will work on an Android device.

1. On your mobile device, go to the Google Play Store and install the Microsoft Outlook app.

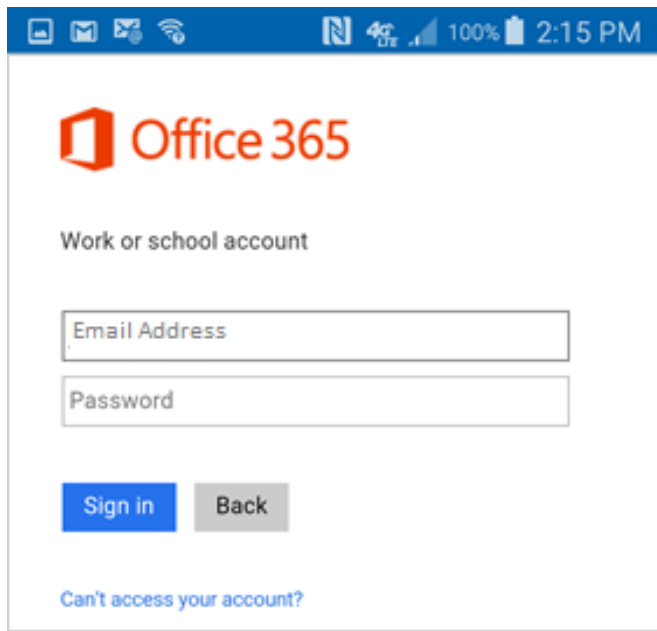


2. Open the app after it is installed.

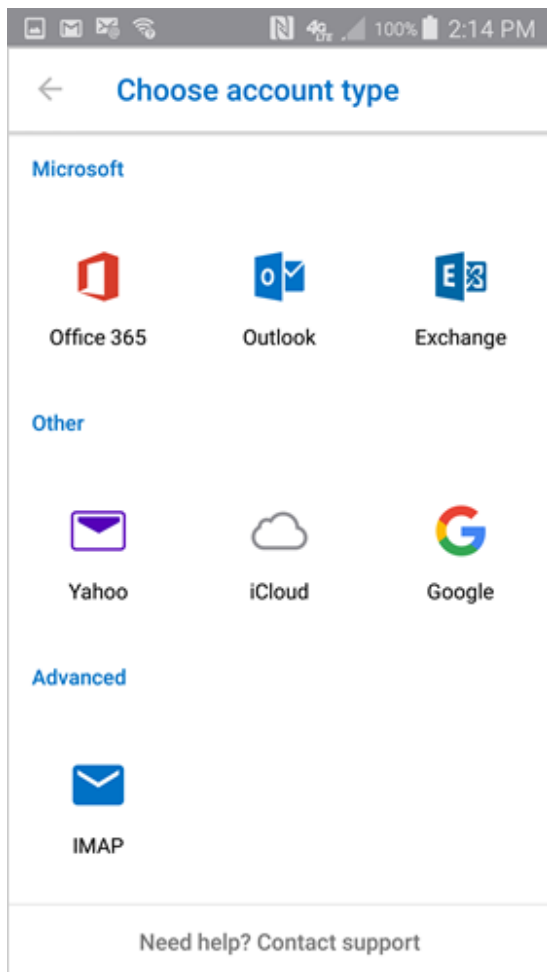
3. Tap **Get Started**.



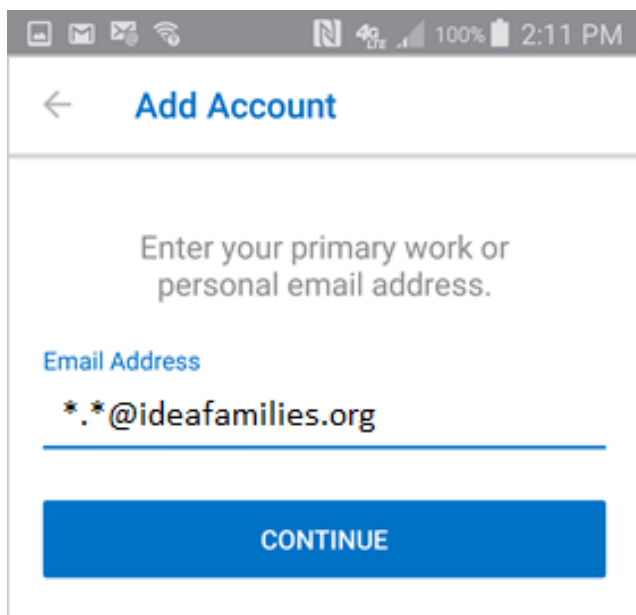
4. Enter your @ideafamilies.org email address and then tap **Continue**. NO PASSWORD IS REQUIRED AT THIS POINT.



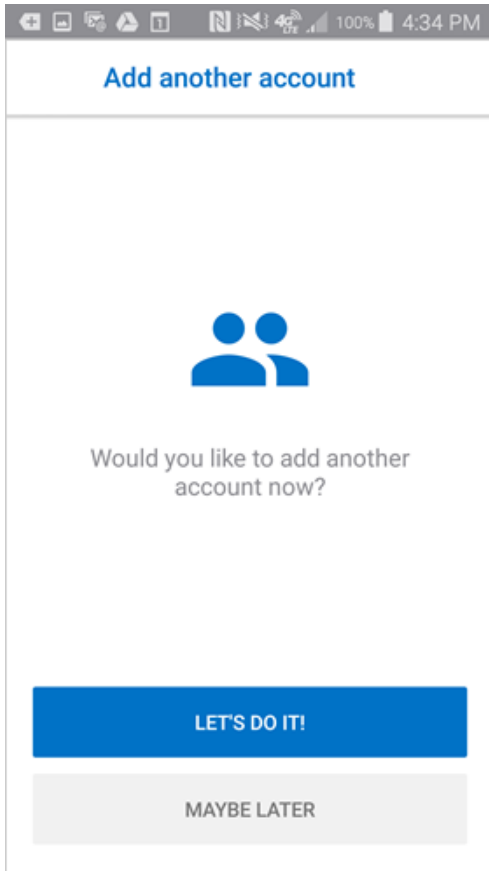
5. When prompted to choose an account type, tap **EXCHANGE**.



6. Enter your @ideafamilies.org email address and tap **Sign In**.



7. You have the option to add another account. Tap **Maybe Later** to proceed to your Office 365 email in Outlook.



8. A few screens of help text are presented, which you can read or skip. Your Office 365 Inbox then displays.