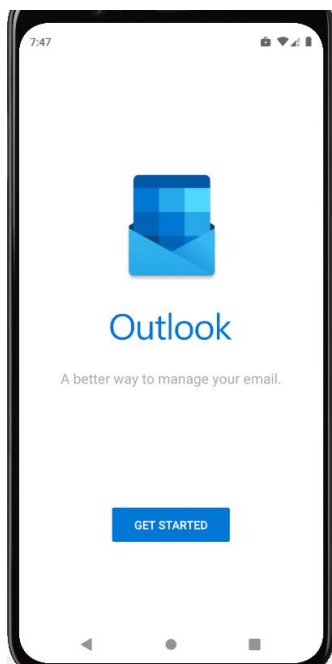# Set up Office apps and email on your Android device

<mark>DO NOT use the inbuild android office applications to access office resources. Download and install the following specified applications from the Google Play Store instead.</mark>
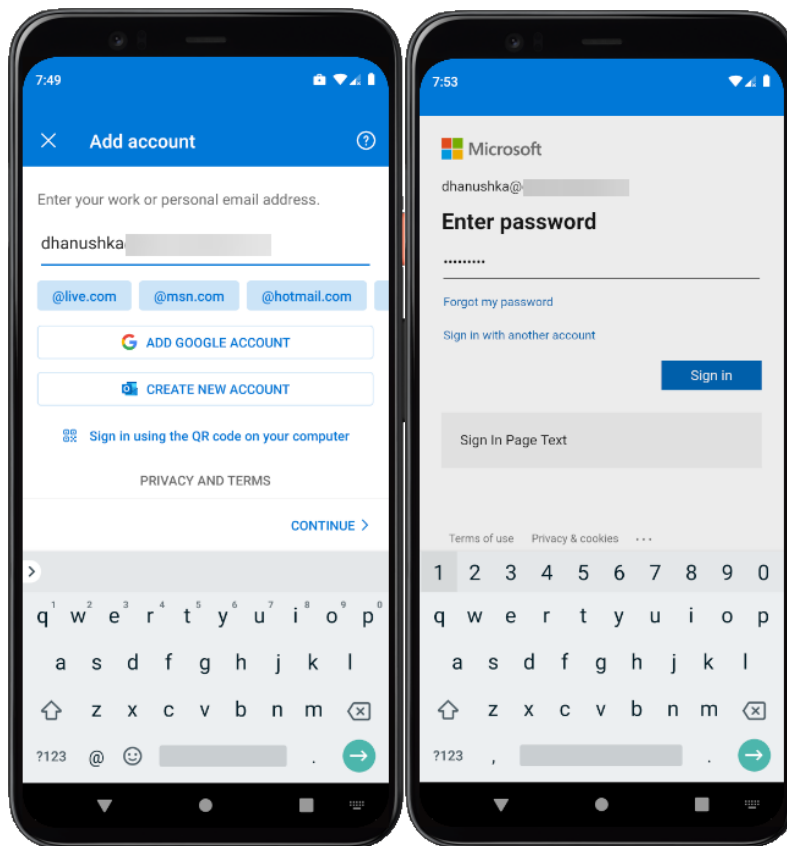
Set up Email in the Outlook for Android app

1. Install the Outlook for Android app from the [Google Play Store](#) and then open it.
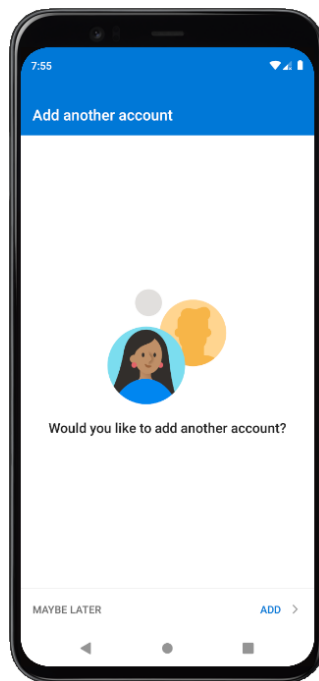2. Tap Get Started if this is your first time.

3. Otherwise, to add an email account, open the **Menu** ≡ > **Settings** ⚙ > **Add Account** > **Add Email Account**.
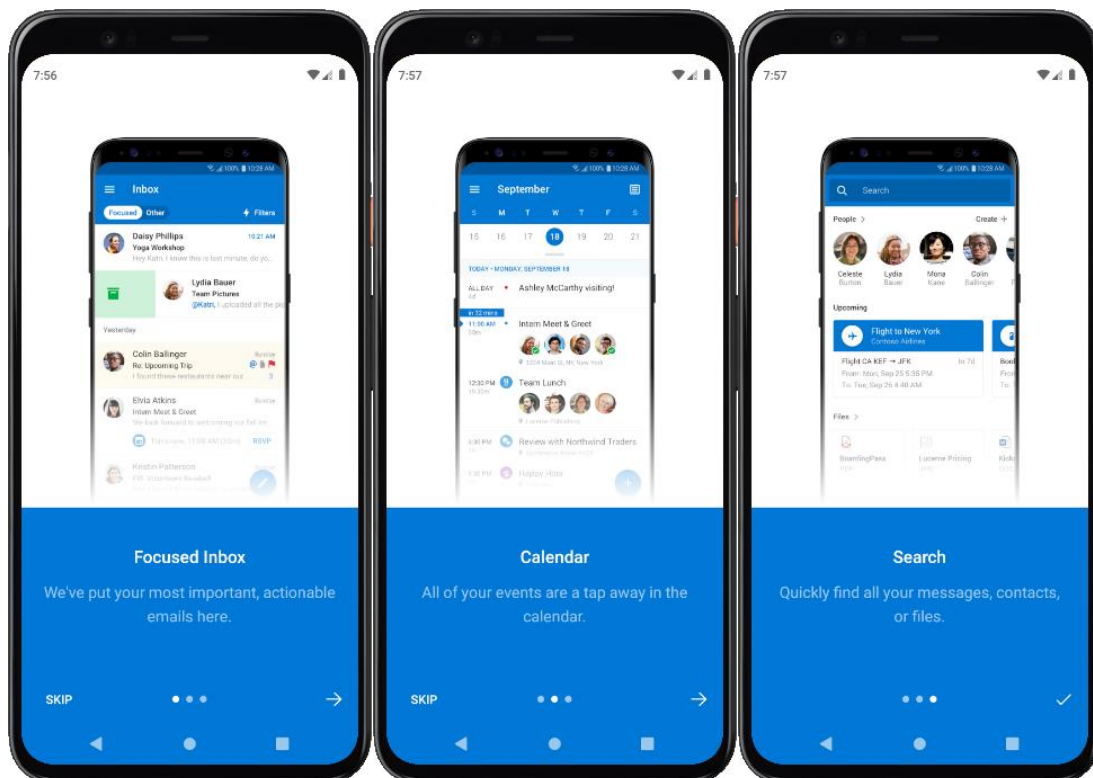
4. Enter your full email address, then tap **Continue**. Then enter your email account password and tap **Sign In** or **Next**.
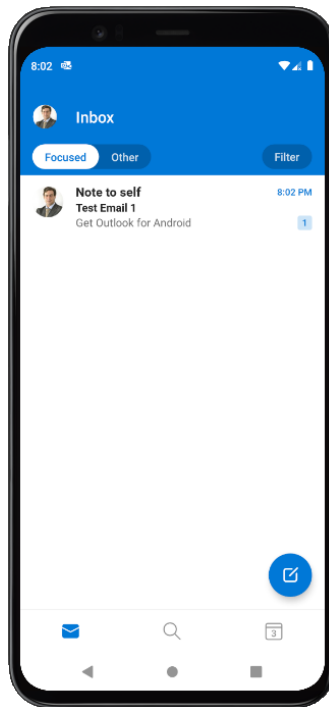
5. Choose not to add another account (Maybe Later)

6. Press **->** arrow for the next few prompts or you may choose "**Skip**". Finally click the check mark symbol.
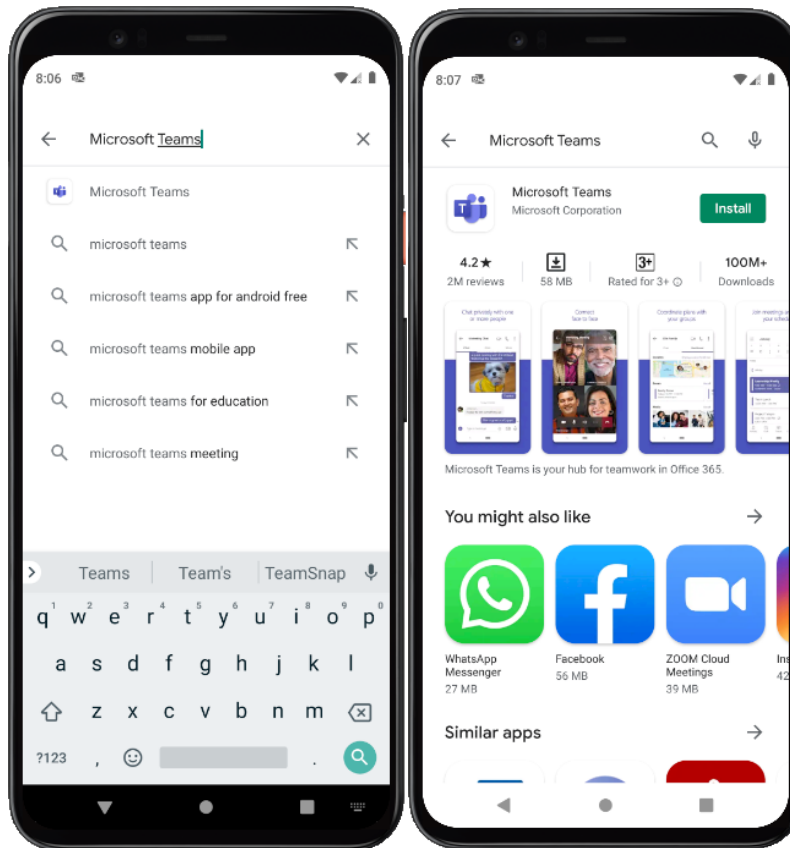
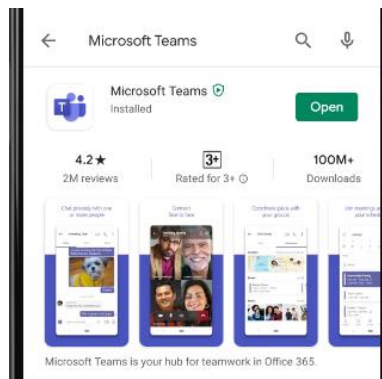11. Now you should have access to your inbox with all your previous email.

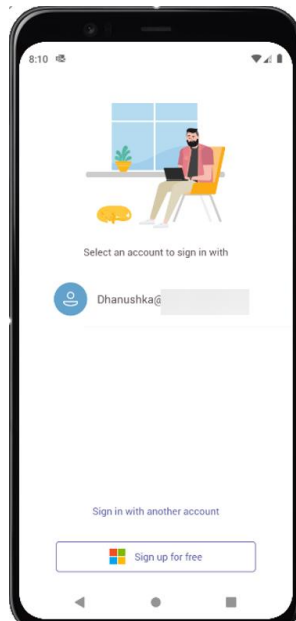## Set up Microsoft Teams for your Android device

1. Click **here** to go to your Google Play store or Search for "**Microsoft Teams**" on Google Play store. Click on **Install**.
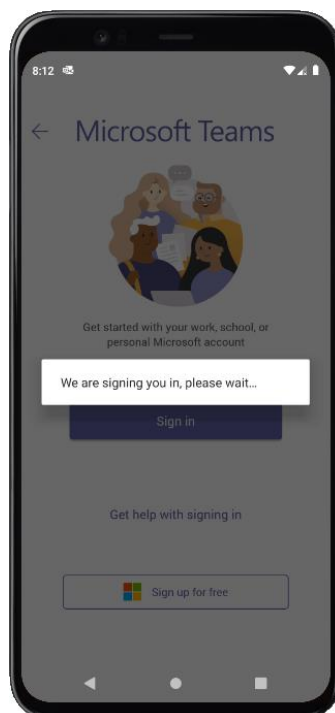
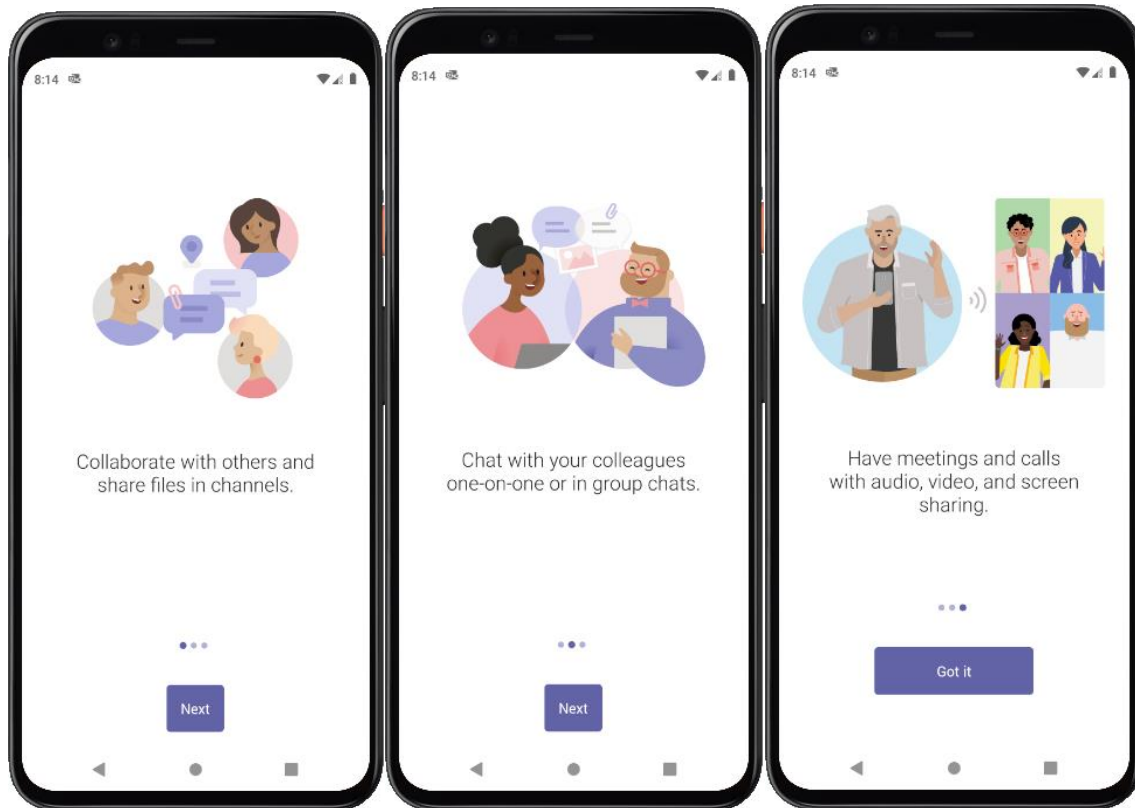2. Once your Teams application is installed, click on **Open.**

3. If you have already signed with your corporate email account to Outlook you may press on the account name. Or if you want to use a different **corporate** email address choose **Sign in with another account**
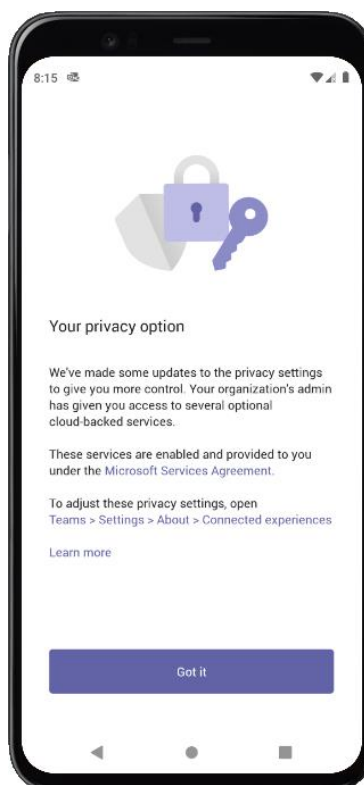

4. Since you would have already accessed your Outlook account using your username and password for outlook it will not prompt you for a username or password. If you are prompted with a username and password, enter your corporate email address and password to **Sign In**.
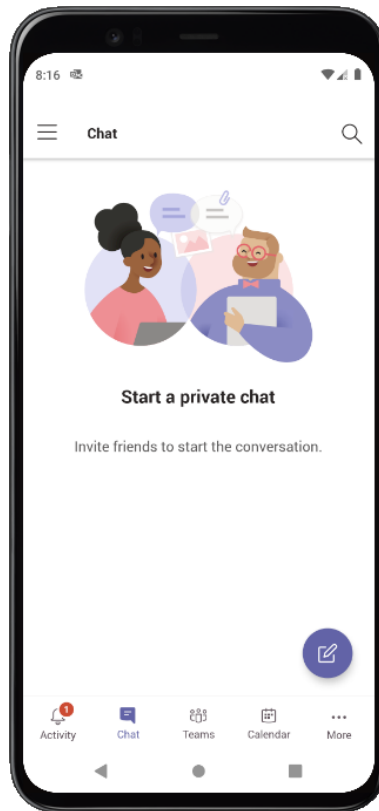
5. Choose **Next** or **Got It** at the next few prompts

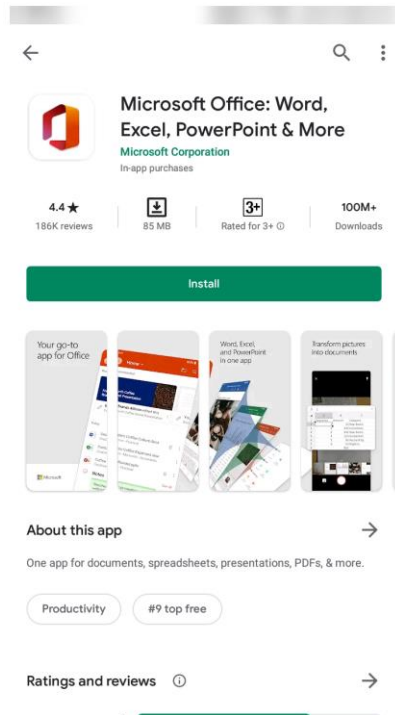6. Click **Got it** under privacy options.

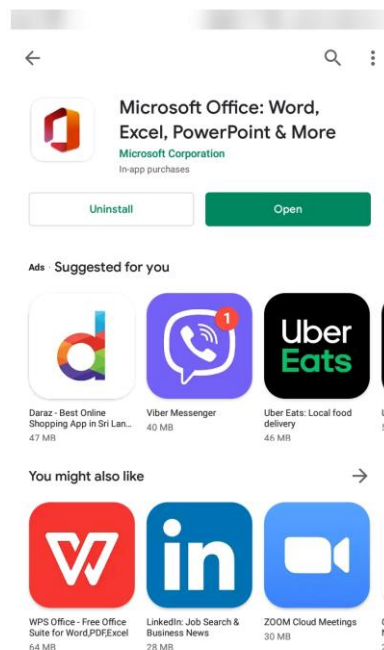7. You are now signed in to Microsoft Teams
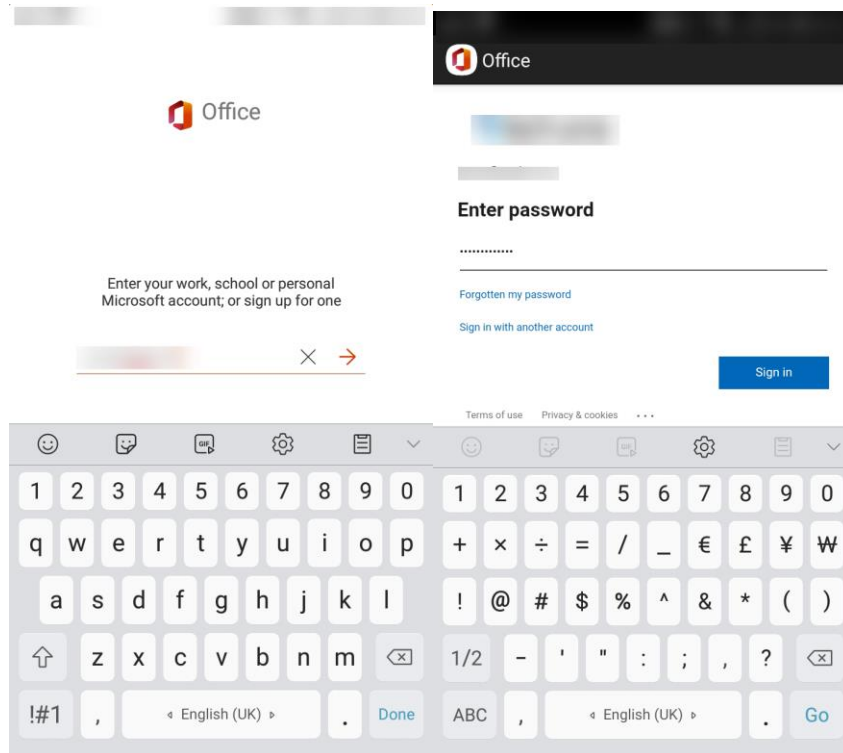
Set up Microsoft Office app for your Android device

1. Install the Microsoft Office App for Android from the Google Play Store and then open it.
2. Or, open Google Play and search for Microsoft Office Application and choose application published by Microsoft Corporation
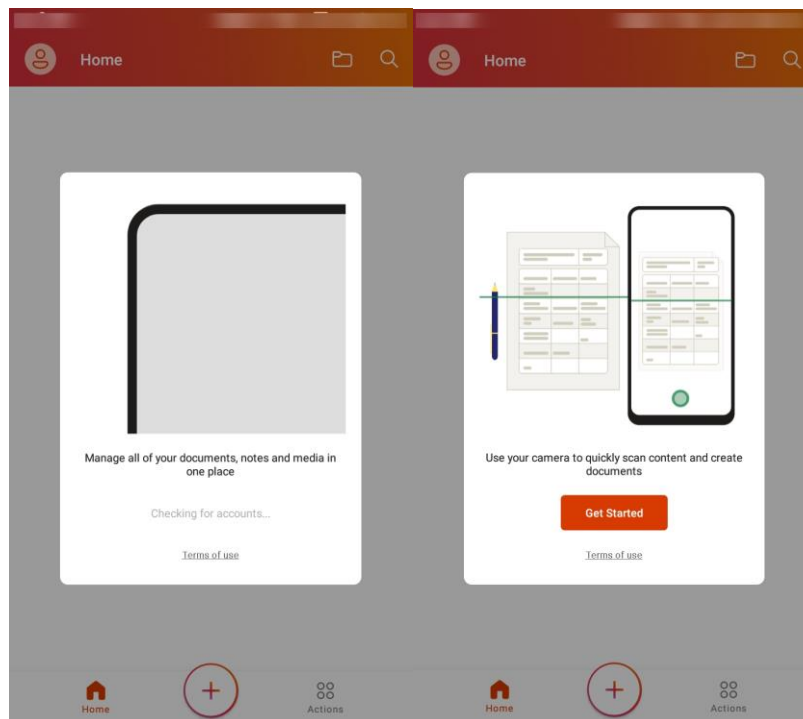3. Press on **Install**
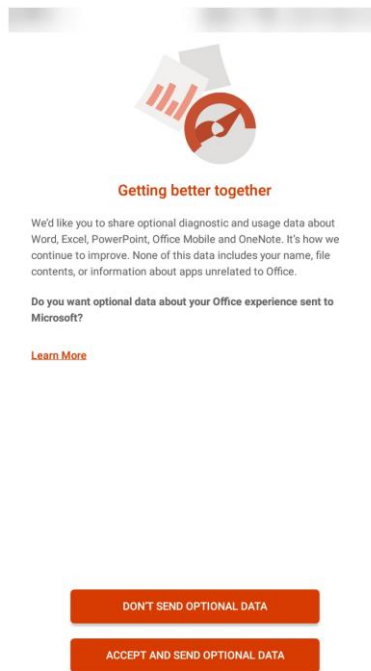

4. After installing press **Open**

5. Enter your corporate email address and password and click **Sign In**
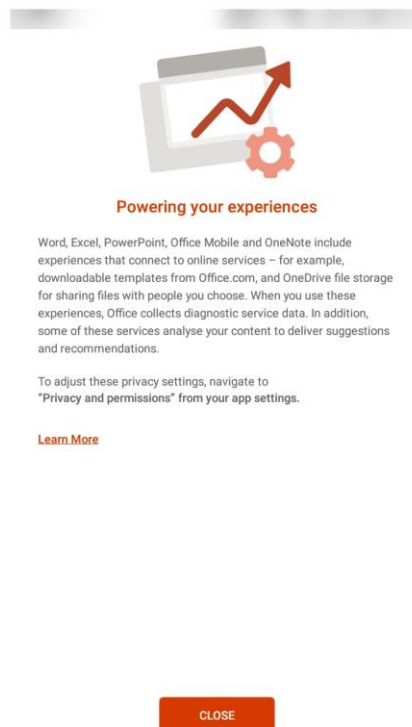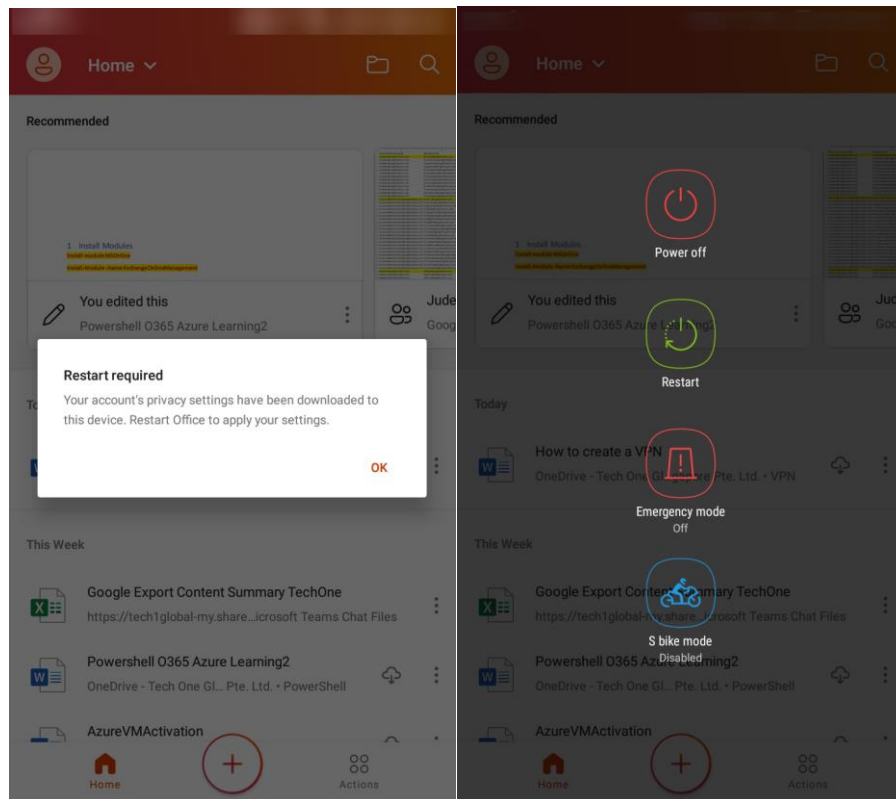

6. Press **Get Started**

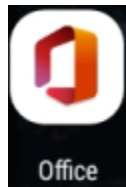7. You may choose not to send optional data
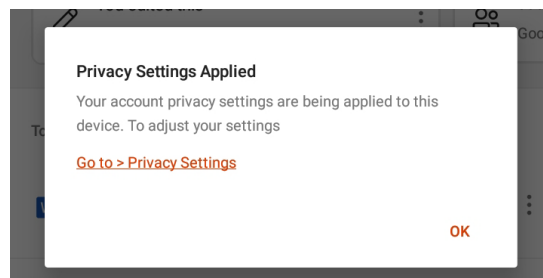

8. Press **Close**

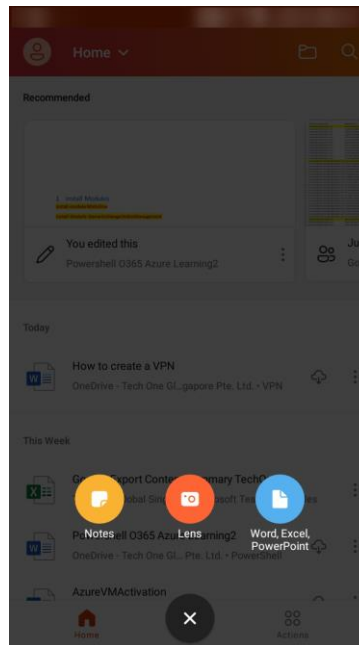9. If a restart is prompted, press **OK** and manually reboot the device
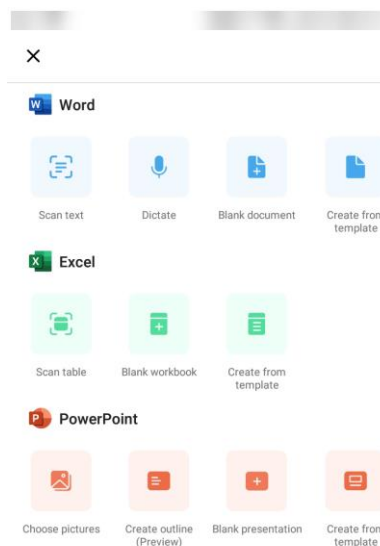

10. After Reboot choose "Office" icon on device

11. Press "OK" and then the big + icon in the bottom middle of the screen

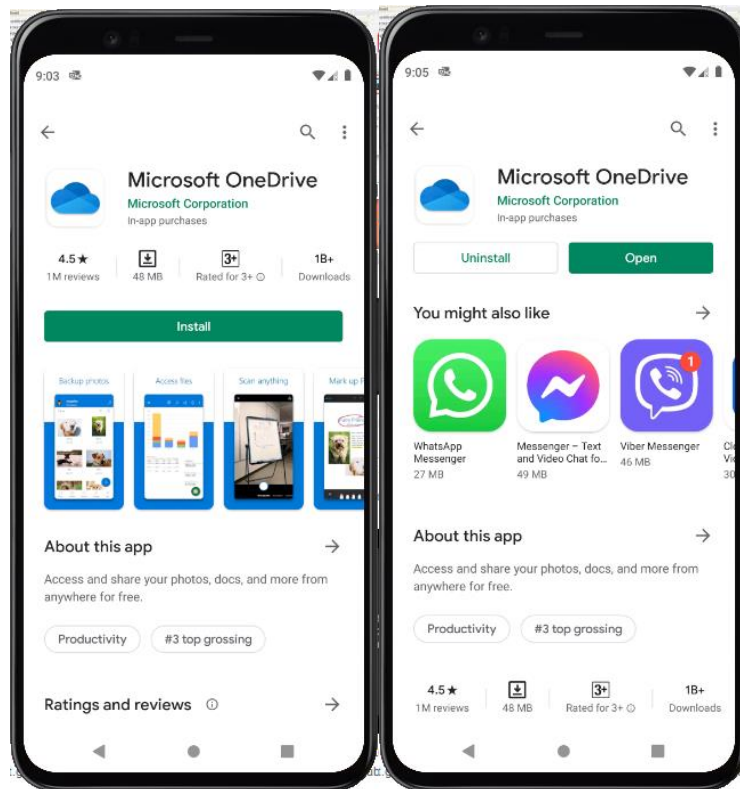12. Choose "Word, Excel or PowerPoint" on the bottom right hand side of the screen

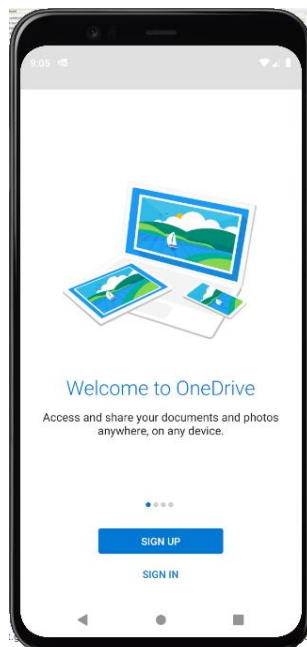13. You now have access to Word, Excel and PowerPoint on your Android device.

Set up Microsoft OneDrive for your Android device

1. Click here to go to your Google Play store or Search for **Microsoft OneDrive** on Google Play store. Click on **Install** and once done, click **Open**.

2. Choose **Sign In**

3. Enter your corporate email address and password in the login page if required.
4. You will now be able to use Microsoft OneDrive with all your data.