

# Set up email in the Outlook for Android app



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**Note:** If you have a work account that requires the **Intune Company Portal** app, install it from the Google Play Store before setting up Outlook for Android. Your IT admin may or may not also require you to **Enroll your Android device in Intune.**

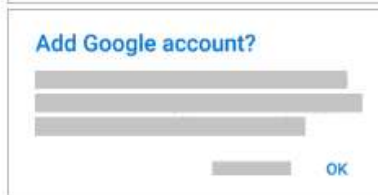
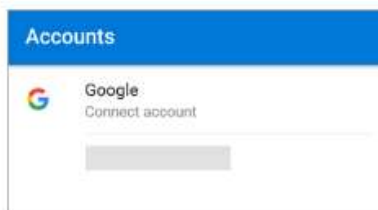
Install the **Outlook for Android** app from the [Google Play Store](#) and then open it.

Tap **Get Started** if this is your first time.

Otherwise, to add another email account, open the **Menu** ≡ > **Settings** ⚙️ > **Add Account** > **Add Email Account**. Then skip to step 4 under [Set up another email account](#) below.

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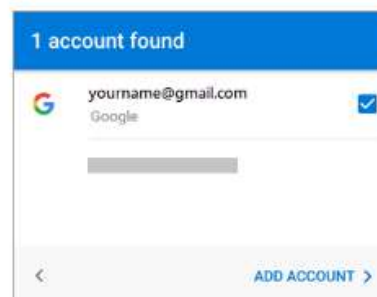
Outlook may detect your Google accounts. To add them to Outlook for Android, tap **Google Connect Account** and then tap **OK** to confirm. Tap **Allow** to give Outlook access to your Contacts.



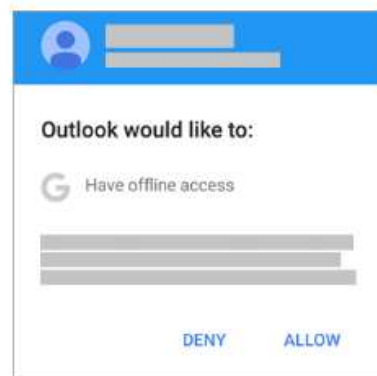
If you don't want to add these accounts, tap **Skip** and then go to step 4 under [Set up another email account](#) below..

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Select the accounts you'd like to add and tap **Add Account**. You may be asked to sign in.



Tap **Allow** to confirm offline access and any other prompts.



If you are having trouble, we are happy to help! Put in a help ticket by emailing [help@stsmich.com](mailto:help@stsmich.com)

Or call the office at (616)394-1303