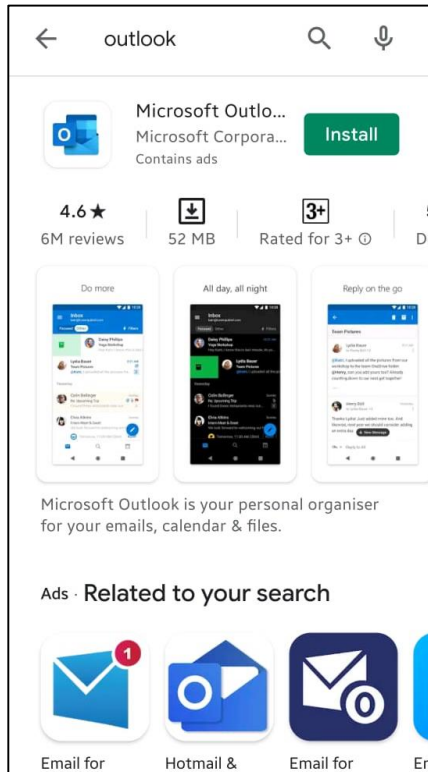


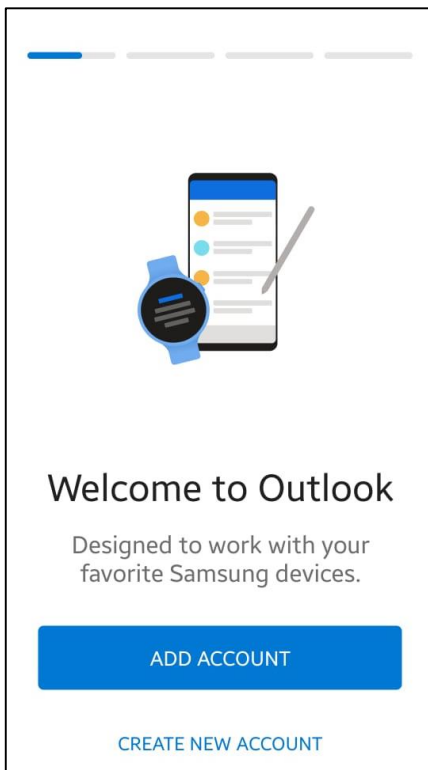
How to Configure the Android Outlook App for Office 365

The Microsoft Outlook app is the recommended way to access your Office 365 email and calendar on an Android device.

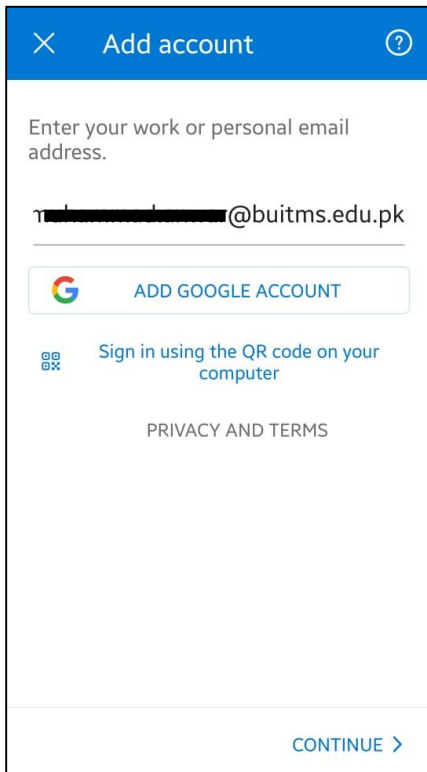
1. On your mobile device, go to the Google Play Store and install the Microsoft Outlook app. Open the app after it is installed.



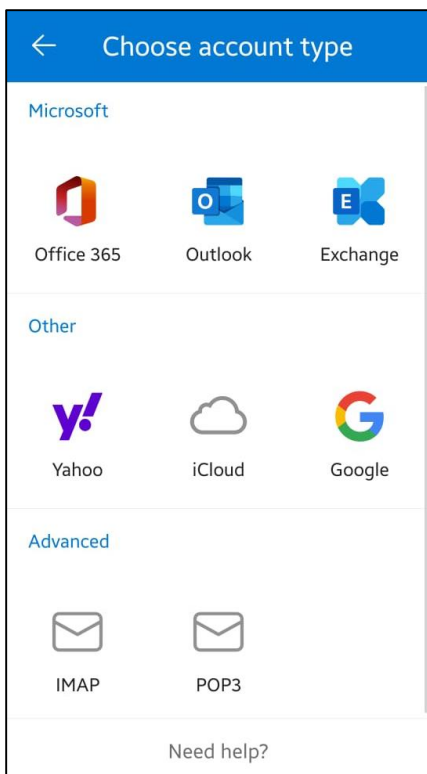
2. Tap **ADD ACCOUNT**



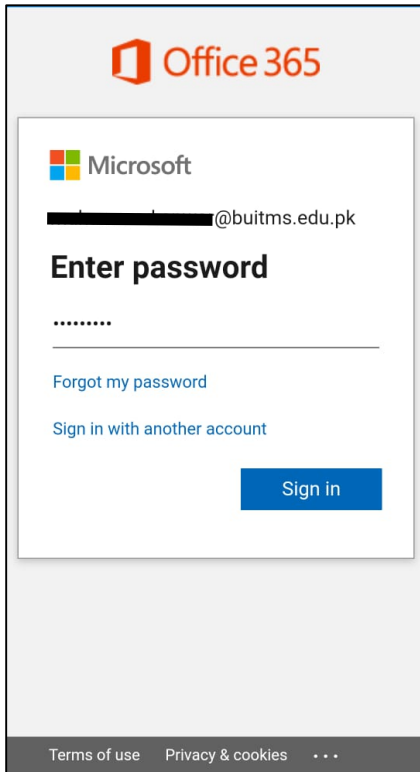
3. Enter your @buitms.edu.pk email address and then tap **Continue**. NO PASSWORD IS REQUIRED AT THIS POINT.



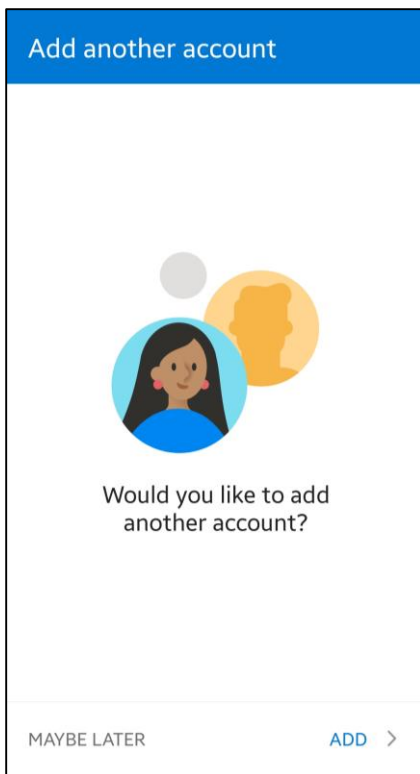
4. When prompted to choose an account type, tap **Office 365**.



5. Enter your @buitms.edu.pk email password (same as your MSteam password) and tap **Sign In**.



6. When prompted to Add another account, tap **Maybe later**.



7. After few seconds when syncing process and downloading your messages is completed you will have access to your emails