# Add an email account to Outlook on Android

Android · https://cleversupport.ca/docs/android/add-an-email-account-to-outlook-on-android/

## Set up Outlook for Android for the first time

1

**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.

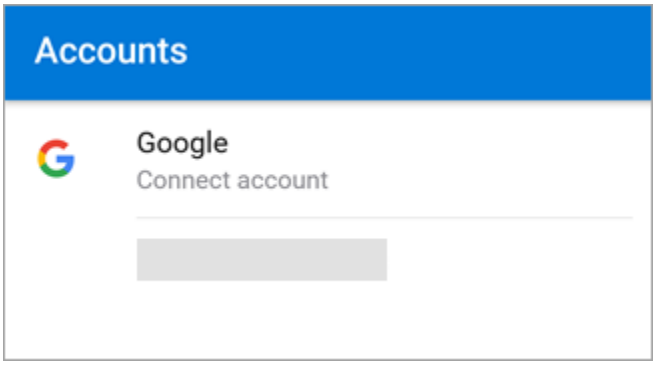
Install the **Outlook for Android** app from the Google Play Store and then open it.

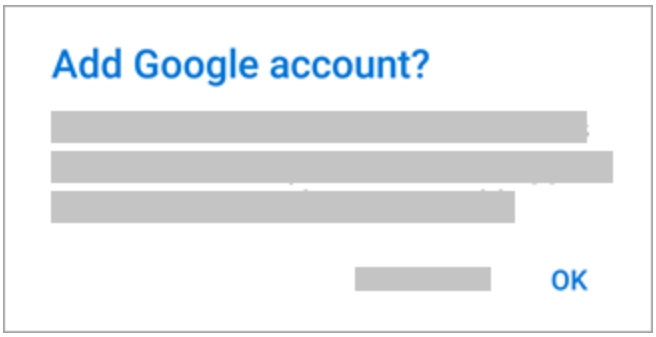
Tap **Get Started** if this is your first time.

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.

2

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.

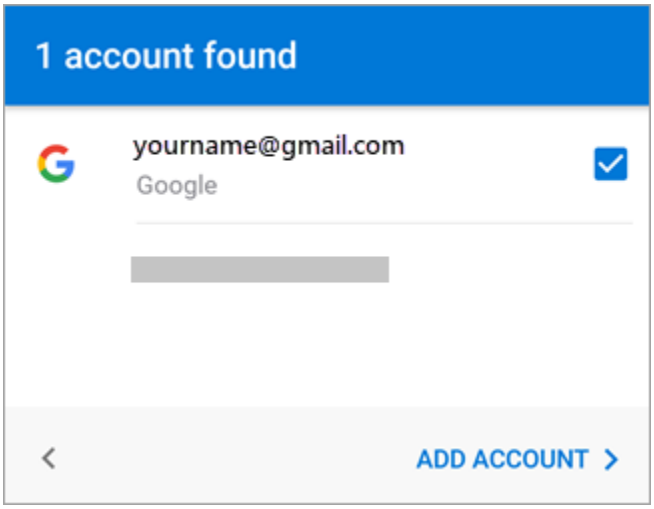




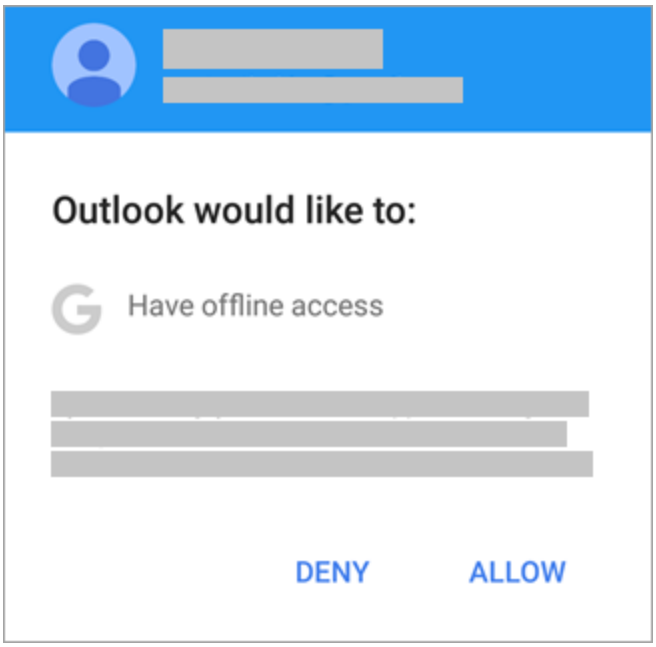

If you don't want to add these accounts, tap **Skip** and then go to step 4 under Set up another email account below.

3

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.



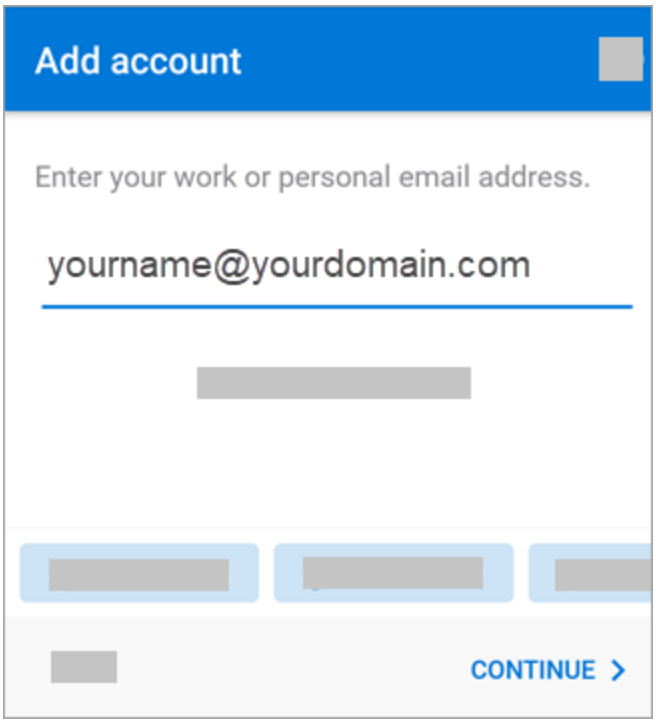

To add another email account, tap **Continue** and go to Step 4, otherwise tap **Skip**.

## Set up another email account

4

Enter your full email address, then tap **Continue**.

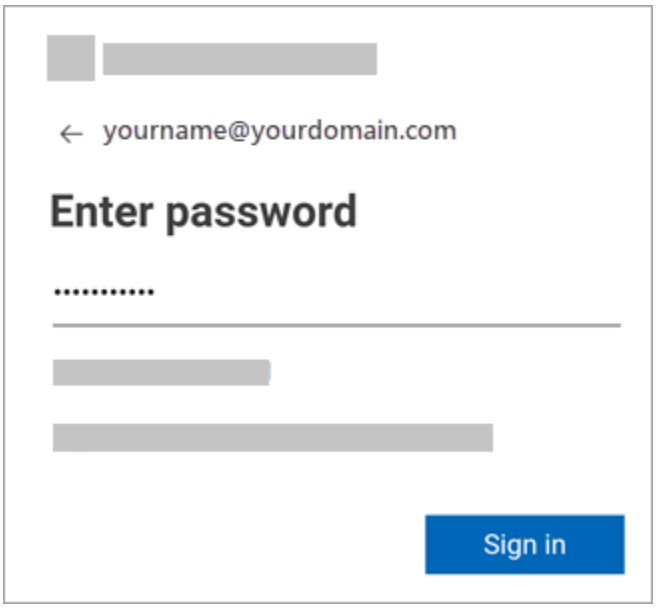
**Note:** If you're asked to choose your provider, you'll have to Set up your Exchange manually or set up an IMAP or POP account.




5

Enter your email account password and tap **Sign In** or **Next**.

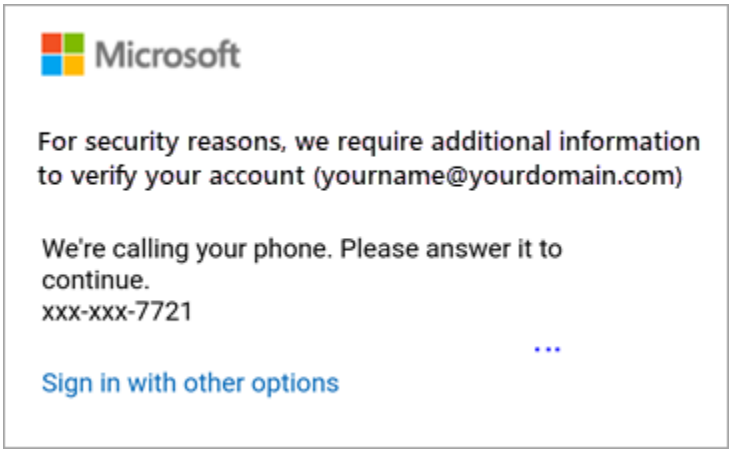
**Note:** The sign in screen may look different for you depending on your email provider.




6

If multi-factor authentication is enabled, verify your identity. For more information, see Security info

overview.




## Set up work/school accounts that have additional requirements

Some work and school accounts have additional security requirements before you can use Outlook for Android. If you're not sure which of these situations applies to your work or school account, talk to your Microsoft 365 admin.