

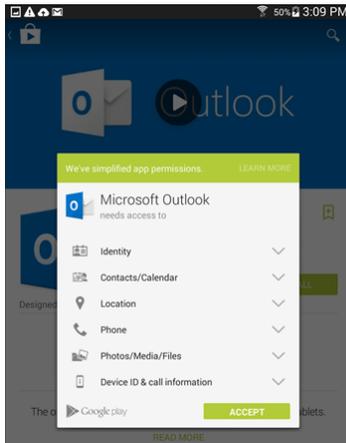
Set up the Outlook mobile app on an Android device

You can set up the Outlook mobile app on your Android device to access your email, calendar, and contacts. The instructions below will show you how to set up your Office 365 Exchange Online mailbox on your mobile device.

1. On your Android phone or tablet, go to the **Google Play Store**  and type **Microsoft Outlook** in the search box. You can also use the **Google Play Store** search widget to search for the app.
2. In the search results, select the **Microsoft Outlook app**, and then select **Install**.



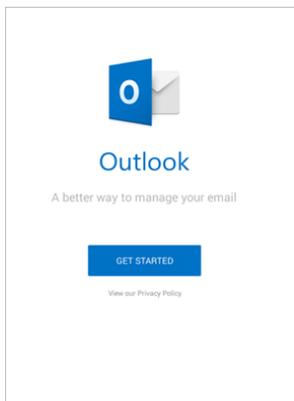
3. Select **Accept** to accept the access agreement.



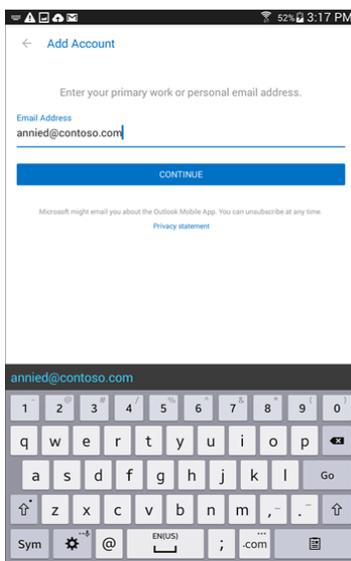
- When the installation is complete, select **Open**.



- When the app opens, select **Get Started**.



- On the **Add Account** screen, enter your UN email address and select **Continue**.



- Enter your Unite Identity password and select **Sign in**.

8. Review the screens about the Focused Inbox, Calendar and Attach Files features.

That's it. You're done!

Additional resources

To learn how to access your Office 365 mail on your Android phone or tablet with the built-in Android mail app, watch [this video](#).

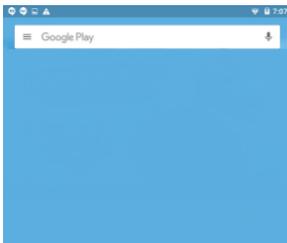
If you are unsuccessful with the sign-in process, please visit the FAQ's section on the [Office 365 mobile apps for business](#) page.

Set up the Word mobile app on an Android device

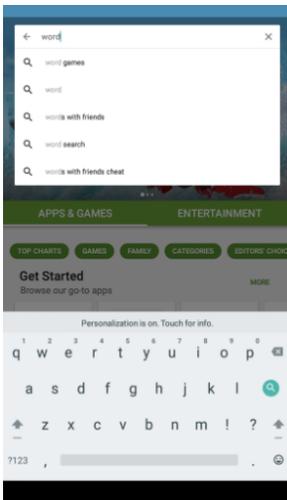
If you have a qualifying Office 365 plan and you sign in to the app with the Microsoft account that's associated with your Office 365 subscription, you'll have access to the app's extra features. You can also set up other Office 365 apps for Android.

TIP: The Microsoft Office Word app for Android is a separate download in the Google Play Store. Search the Google Play Store for Word.

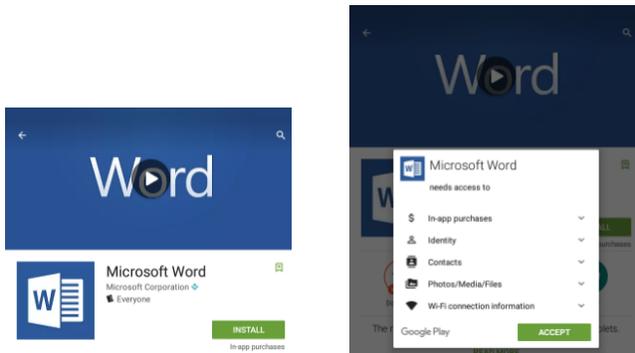
1. Go to the Google Play Store . The Google Play Store is typically found on the home screen, or you can also find it in **Settings** .



2. Type **Word** in the search field, and then select **Microsoft Word**.



3. Select **Install** and then select **Accept**.



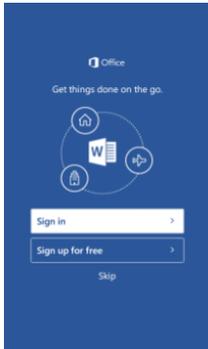
4. The next few screens show the Word app downloading and installing automatically.



5. After the Microsoft Word app installs, select **Open**, and you should see a series of prompts indicating the Word app is opening.

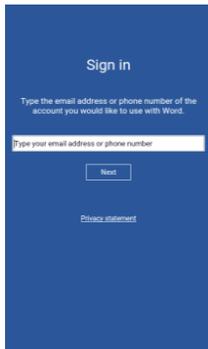


- After the Word app installation is complete, you should see **All Done** and a **Sign in** screen. Select **Sign in**.

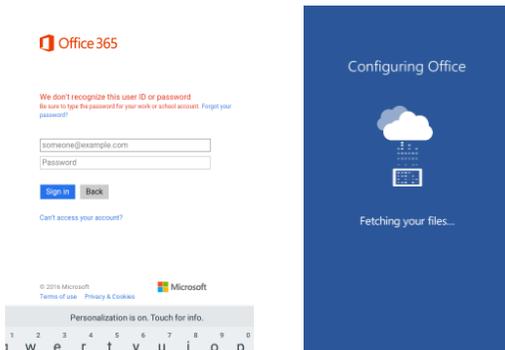


- After selecting **Sign in**, enter your UN email address.

NOTE: To troubleshoot sign in issues, see: [What you can do in the Office apps on an Android, iOS, or Windows mobile device with an Office 365 plan.](#)

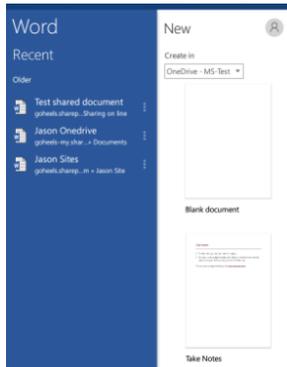


- The next screen will prompt you for your UN email address and Unite Identity password. After you enter this information, you will be connected to your Microsoft Word app.



9. When you're connected to the Word app, you should see your saved files. Now you can create, edit, and work with new and existing documents.

NOTE: If you try to install the app and see the error "Device is not compatible," this means your device doesn't meet the system requirements, or your device isn't supported at this time.

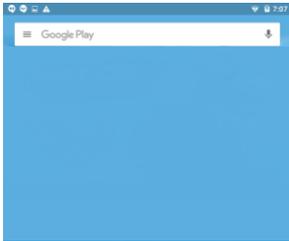


Set up the Excel app on an Android device

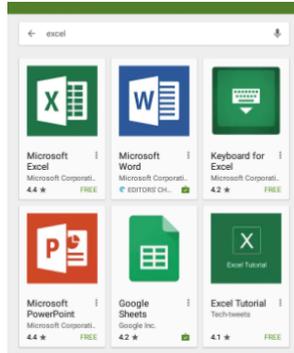
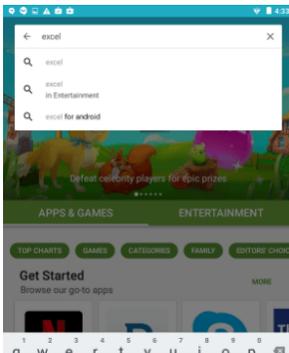
If you have a qualifying Office 365 plan and you sign in to the app with the Microsoft account that's associated with your Office 365 subscription, you'll have access to the app's extra features. You can also set up other Office 365 apps for Android.

TIP: The Microsoft Office Excel app for Android is a separate download in the Google Play Store. Search the Google Play Store for Excel.

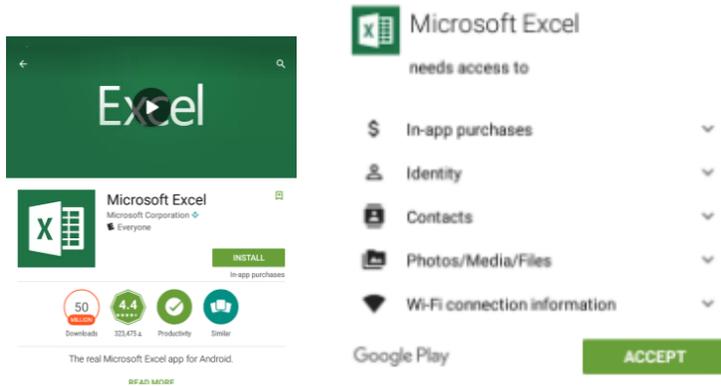
1. Go to the Google Play Store . The Google Play Store is typically found on the home screen, or you can also find it in **Settings** .



2. Type **Excel** in the search field. On the next screen select **Microsoft Excel**.



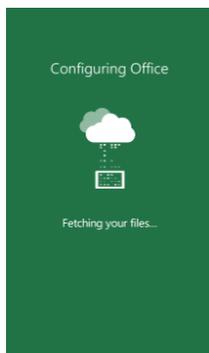
3. Select **Install** and on the next screen, select **Accept**.



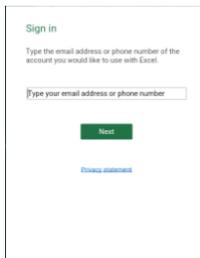
4. The next few screens show the Excel app downloading and installing.



5. After the Excel app installs, select **Open**, and you should see a series of prompts indicating the Excel app is opening.



6. After the Excel app installation is complete, you should see **All Done** and a **Sign in** screen. Enter your UN email address, and then select **Next**.

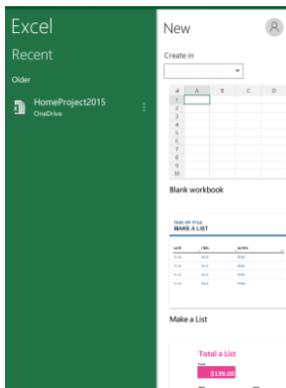


- After entering your **Sign in information**, you will now need to use your UN email address and Unite Identity password when establishing your Office 365 account.

NOTE: To troubleshoot sign in issues, see: [What you can do in the Office apps on an Android, iOS, or Windows mobile device with an Office 365 plan.](#)

- When the Excel app is connected, you should see your saved files. Now you can create, edit, and work with new and existing documents.

NOTE: If you try to install the app and you see the error "Device is not compatible," this means your device doesn't meet the system requirements, or your device isn't supported at this time.



Set up the PowerPoint app on an Android device

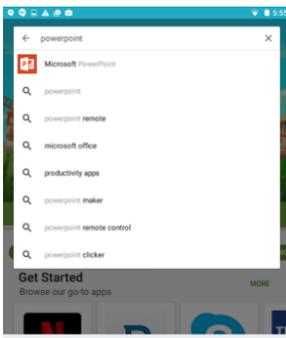
If you have a qualifying Office 365 plan and you sign in to the app with the Microsoft account that's associated with your Office 365 subscription, you'll have access to the app's extra features. You can also set up other Office 365 apps for Android.

TIP: The Microsoft Office PowerPoint app for Android is a separate download in the Google Play Store. Search the Google Play Store for PowerPoint.

1. On your Android phone or tablet, go to the Google Play Store . The Google Play Store is typically found on the home screen, or you can also find it in **Settings** .



2. Type **PowerPoint** in the search field. On the next screen, select **Microsoft PowerPoint**.



3. Select **Install**, and on the next screen, select **Accept**.



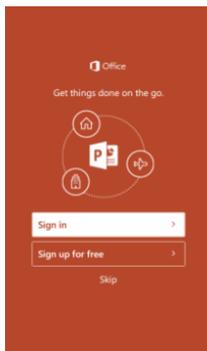
- The next few screens show the PowerPoint app downloading and installing automatically.



- After the PowerPoint app installs, select **Open**, and you should see a series of prompts indicating the PowerPoint app is opening.

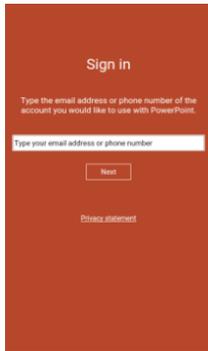


- After the PowerPoint app installation is complete, you should see **All Done** and a **Sign in** screen. Select **Sign in**.

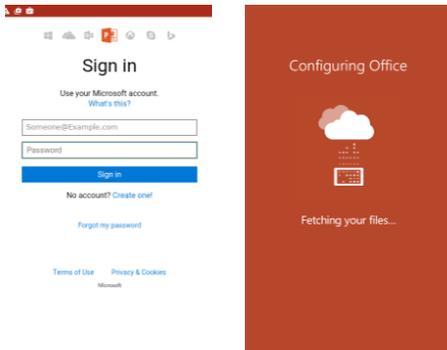


- After selecting **Sign in**, enter your UN email address.

NOTE: To troubleshoot sign in issues, see: [What you can do in the Office apps on an Android, iOS, or Windows mobile device with an Office 365 plan.](#)



- The next screen will prompt you for your UN email address and Unite Identity password information. After you enter this information, you will be connected to your Microsoft PowerPoint app.



- When you're connected to the Microsoft PowerPoint app, you should see your saved files. Now you can create, edit, and work with new and existing documents.

NOTE: If you try to install the app and see the error "Device is not compatible," this means your device doesn't meet the system requirements or your device isn't supported at this time.

