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 **Get Started**.
3. Enter your email address and then tap Set Up Account Manually

4. Choose Account Type – Tap Exchange
5. Enter your password (same as Webadvisor) and tap Advanced Settings so that the server and Domain\username fields appear.

Enter the following:

**Server**: outlook.office365.com

In the **Domain\Username** field, enter your username using the following format:

<username>@admin.ohlone.edu. For example, ssmith@admin.ohlone.edu. Please note that your username is not your email address. It is important that you use @admin.ohlone.edu.

When all fields are entered, tap the check mark at the top of the screen.
6. Enter your password on the O365 screen and tap Sign-in

7. Your Mail is setup in Outlook

For Additional Assistance
Contact the IT Service Desk at 510-659-7333