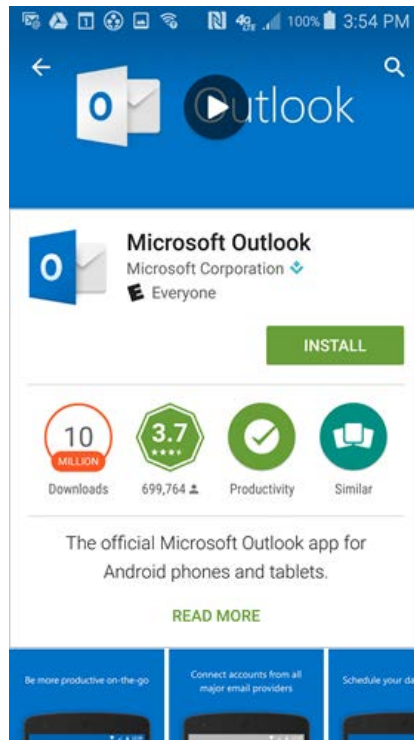
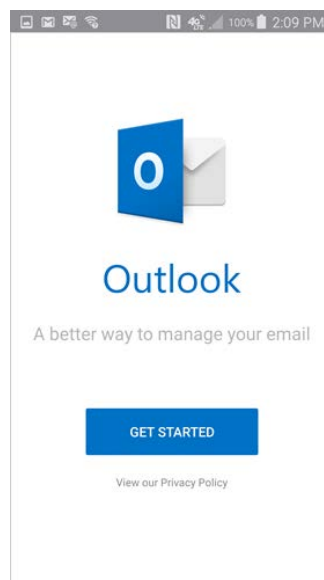


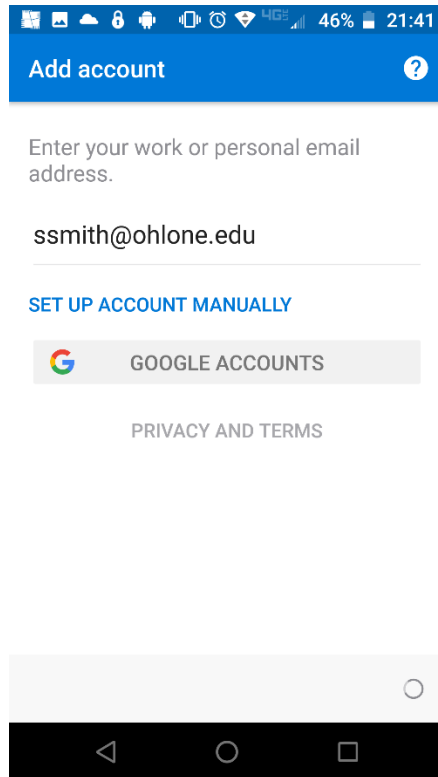
1. On your mobile device, go to the Google Play Store and install the Microsoft Outlook app. Open the app after it is installed



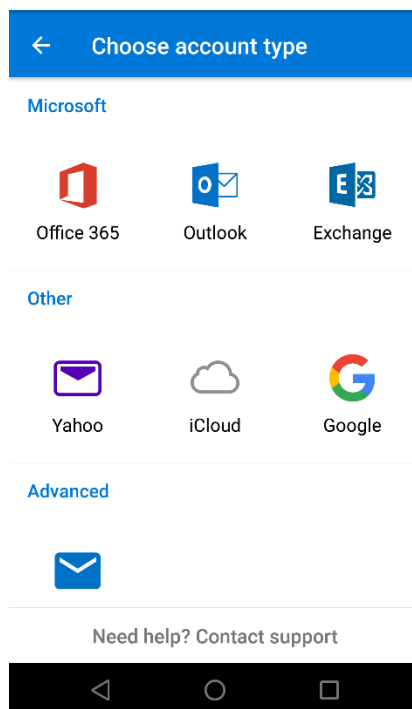
2. Tap **Get Started**.



### 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](mailto: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

Connect Exchange

Email Address  
ssmith@ohlone.edu

Server (example: server.domain....)

Domain\Username

Password

Description (example: Work)

ADVANCED SETTINGS

6. Enter your password on the O365 screen and tap Sign-in



Sign in with your organizational account

ssmith@ohlone.edu

.....

Sign in

© 2013 Microsoft

7. Your Mail is setup in Outlook

**For Additional Assistance**

Contact the IT Service Desk at 510-659-7333