How to Install and Set up M365 Outlook on Android

Effective: February 9, 2023
Last Updated: February 9, 2023

1. Open the Google Play app. On your device search for Outlook 365 and then press Install.

2. After it is installed press the Open button to open outlook app.

3. After Outlook app is open, press the “Get Started” button to begin.
4. Enter your CUNY credentials (Firstname.Lastname##@login.cuny.edu) and then press **Continue**.

5. You will be directed to the CUNYfirst login page where you will enter your CUNYfirst credentials and then press **Login**.
6. It may take several seconds to verify your login credentials. The next screen will ask if you wish to add another account. You can skip this by pressing the **Maybe Later** button in the lower left-hand side off the screen.

7. The next screen is a small tutorial on some of the features. You can press **Skip** button in the lower left-hand corner.
8. Your inbox, by default, will be in **Focused** mode. If you would like to see all your other mail, then press the **Other** toggle.

![Focused mode toggle](image)

9. **Note:** At the bottom of the screen, you will see **Mail, Search and Calendar** options. This gives you basic receive, read, write, delete and send options but no sharing permissions.