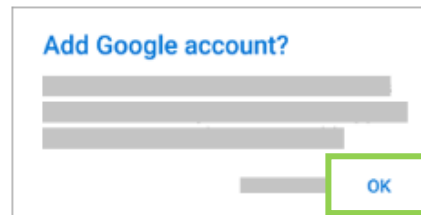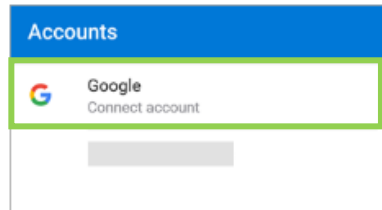# Downloading & Setting up Mobile App - Android

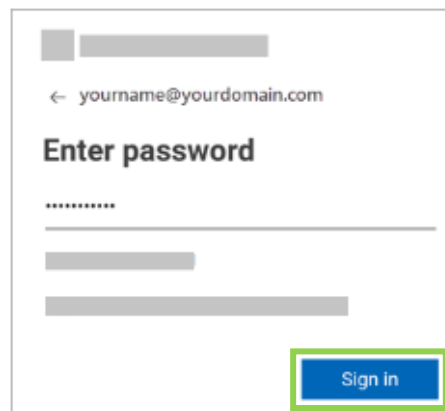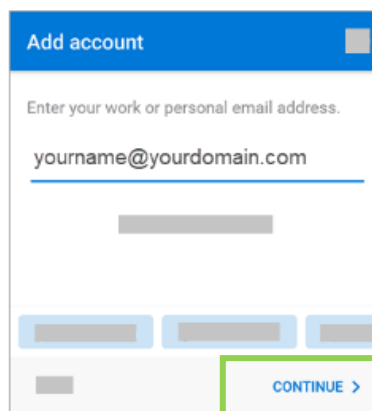Visit The Google Play store and search for Microsoft Outlook.

- Tap **Get Started** if this is your first time using the Outlook mobile application.

- Outlook may detect any Google accounts. You may choose to connect those if you wish. To add them to your Outlook application, tap **Google Connect Account** and then tap **OK**.

- 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.
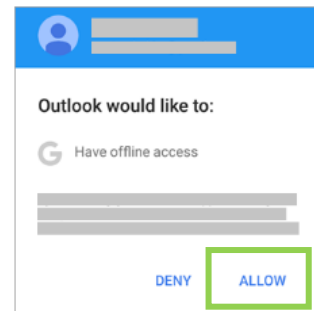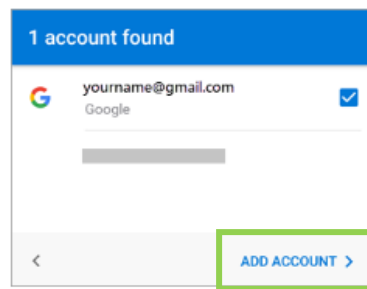
- To add your school account, open the **Main Menu** indicated by three horizontal lines.

- Tap **Settings** indicated by a gear icon, then **Add Account.** Lastly tap **Add Email Account**.

- Enter your full Villanova University email and tap **Continue**. Next enter your email account password and tap **Sign In** or **Next**.

Outlook Mobile Email Overview - Android

See notifications

Filter Emails

Search Inbox

Tap your initials or photo to see your list of email folders and settings.

1:20   **95%**

Inbox

Borys, Bobby   12:28 PM
Re: Survey for Entire User Population
Tomorrow would work. I wasn't sure if there were diffe...

New emails will have the sender's name and email regarding line in bold.

Tap any email to view the email in its entirety.

Borys, Bobby   11:30 AM
Re: Survey for Entire User Population
Courtney, I appreciate the prompt response. I am confu...

Prosci Blog   Dec 8
Why Defining the Scope of Change Management is Crit...
Although change management and project managem...

Swipe any email right of left to take action.

Crouch, Keith   Dec 8
ETC: Meetings Training - Notest
Good afternoon, Courtney, One thing we'd asked for is ...

Enabling Support   Dec 8
Service Ticket #403661/ has been submitted to ETC Su...
--REPLY above this line to respond-- Hi Courtney Johns...

Reba Spake   Dec 8
Action Needed: #WhyILoveWhereIWork
Hey team, If we haven't had the pleasure of meeting ye...

Mike Carter   Dec 7
Re: Meet with Mike
Thanks everyone – that was fun – and I appreciate the ...

Ashley Bowen   Dec 7
Meet with Mike
Hi Team! As mentioned on our HHH call today, Mike ha...

Tap the new email icon to start a new email.

Tap the Email Icon to access your Inbox.

Mail   **Search**   **Calendar**

Tap the Calendar Icon to access your calendar.

Tap search once to find recent contacts and files. Tap search twice to find mail, events contacts and files.

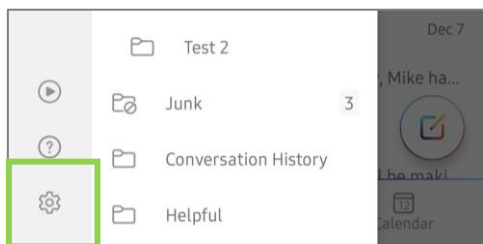# Creating Your Signature - Android

Your email signature does not carry over to your mobile Outlook application. To create a signature for your mobile application, follow these steps:
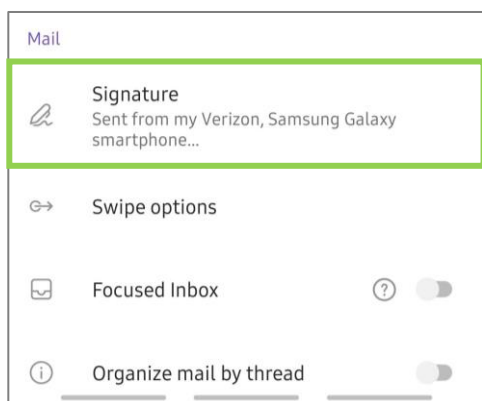
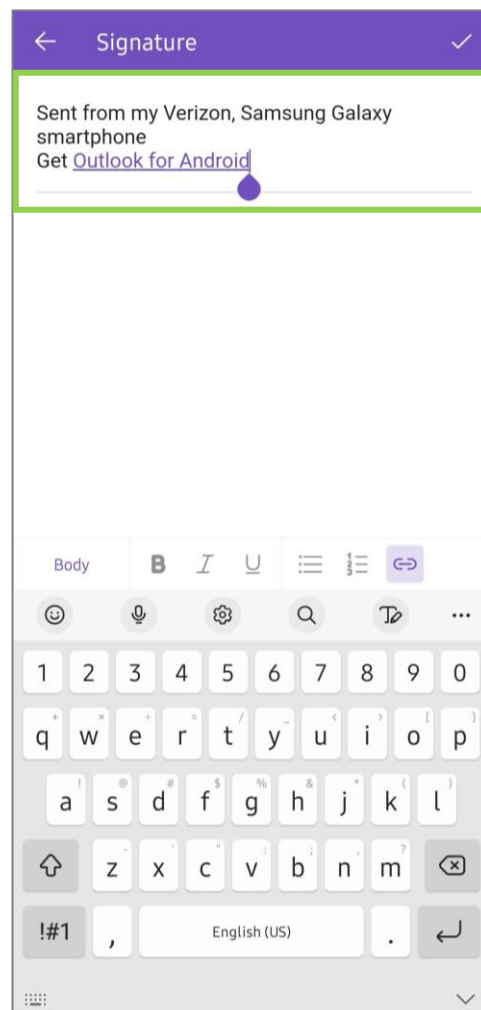1. Tap on your initials or photo in the top left-hand corner of your application.

2. In account menu, tap the **Settings Icon (indicated by a gear icon)** in the bottom-left of your application.
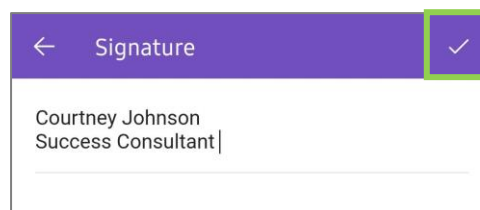
3. In the Settings menu, tap **Signature**.

4. A default signature will show in the Edit Signature Area. Tap anywhere in the default signature to edit.

5. Once you edit your signature to your liking, tap the **Check Mark** in the top left of your application.

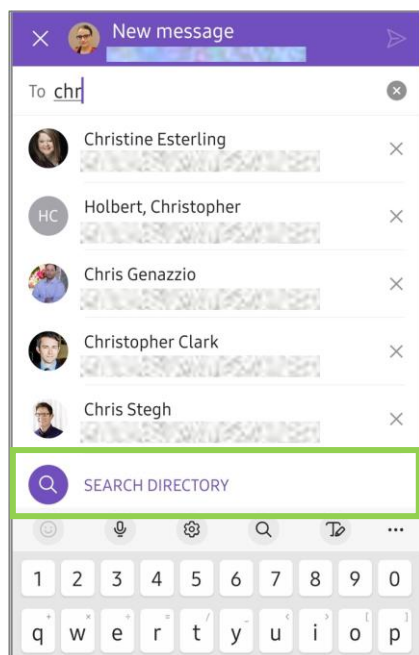# Create and Send an Email - Android

1. Tap on the **New Email Icon**, indicated by a small square with a pencil inside a small circle, in the lower-right of your application.
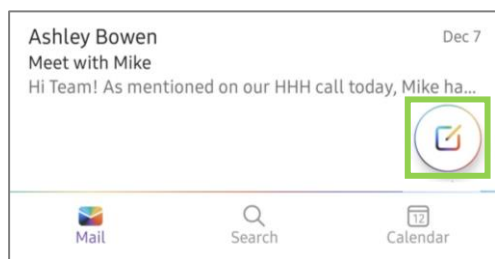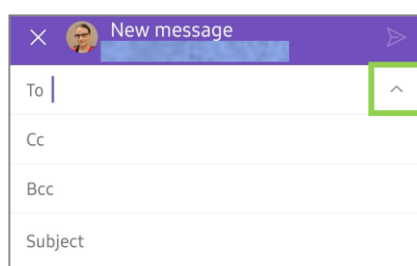
2. In the new email screen, begin typing a name in the **To** area.
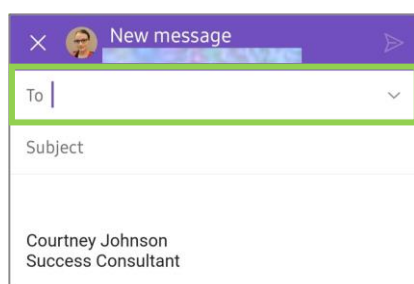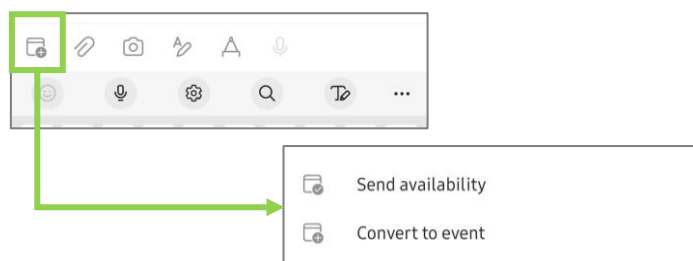
3. As you begin typing a name, you will see possible matches show up. You can click **Search Directory** as well.
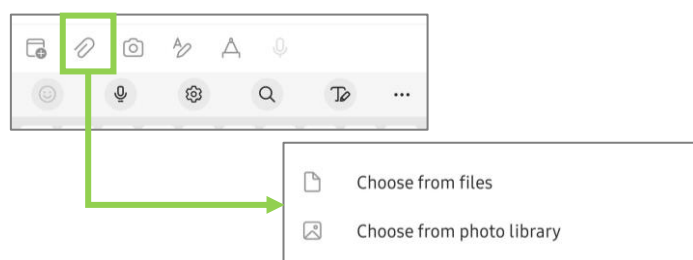
4. Tap the **arrow** to the right of the To line to expand the **Cc** and **Bcc** lines.
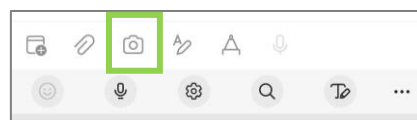
5. To turn the email into an event invite or send availability, tap the **calendar icon**, indicated by a small calendar with a plus sign.
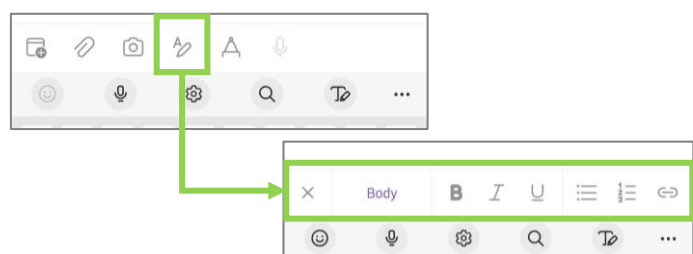
6. To attach a file or photo, click the **attach file icon**, indicated by a paperclip.
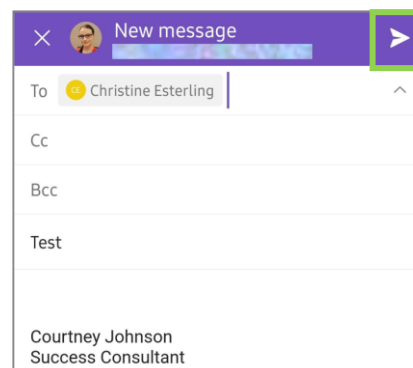
7. Tapping the **camera icon** will open your camera roll of your mobile device to attach a photo.

8. Tap the **format text icon** to expand formatting options for the body of your email.

9. When ready to send your email, tap the **send icon**, indicated by a paper airplane.

Outlook Mobile Calendar Overview - Android

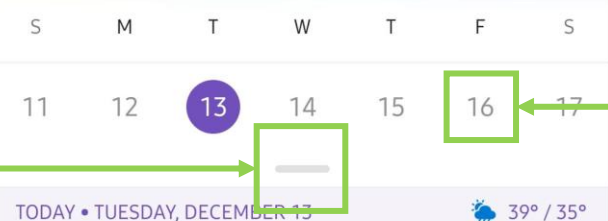Tap the calendar view icon to change your current calendar view.

- Agenda ⦿
- Day ○
- 3 Day ○
- Month ○

Tap your initials or photo to see your list of your calendars, shared calendars and settings.
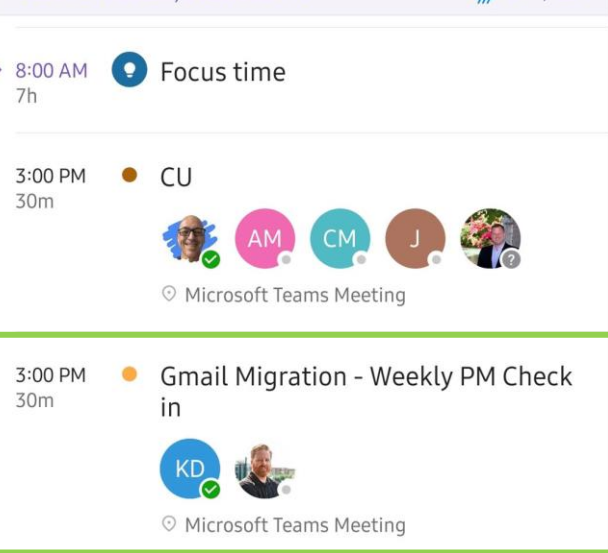
December

Search Calendar

S	M	T	W	T	F	S
11	12	13	14	15	16	17

Click any date to see that day's events.

Swipe down to show more of your calendar.

TODAY • TUESDAY, DECEMBER 13   ⛅ 39° / 35°

8:00 AM 7h — ○ Focus time

3:00 PM 30m — ● CU

Microsoft Teams Meeting

3:00 PM 30m — ● Gmail Migration - Weekly PM Check in

Tap any meeting to see all meeting details.

Microsoft Teams Meeting

4:00 PM 15m — ○ Enter Time

TOMORROW • WEDNESDAY, DECEMBER 14   🌧 43° / 30°

8:00 AM 7h30m — ○ Focus time

Tap the new calendar event icon to create a new calendar event.

3:30 PM 30m — ● e+E Happy Half Hour

Tap the Email Icon to access your Inbox.

✉ Mail   🔍 Search   📅 Calendar

Tap the Calendar Icon to access your calendar.

Tap search once to find recent contacts and files. Tap search twice to find mail, events contacts and files.

VILLANOVA UNIVERSITY

Create and Send Calendar Event - Android

1. Tap on the **New Calendar Event Icon**, indicated by a plus sign inside a circle, in the lower-right of your application. The **New Event Screen** will display.
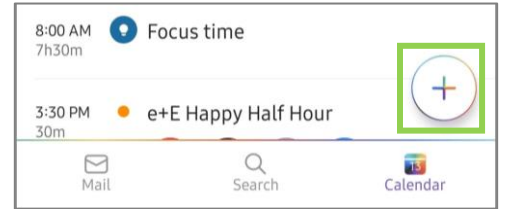
Tap title to enter the name of your event.

Tap people to add attendees to your event.

Choose your date and time for your calendar event.

Tap description to enter a description of your calendar event.

Choose how to show your calendar event using show as.

Tap the check mark to send your invite.

Toggle to make your event an all-day event.

Toggle to mark your event as private.

Tap categorize to choose a color-coded category for your calendar event.