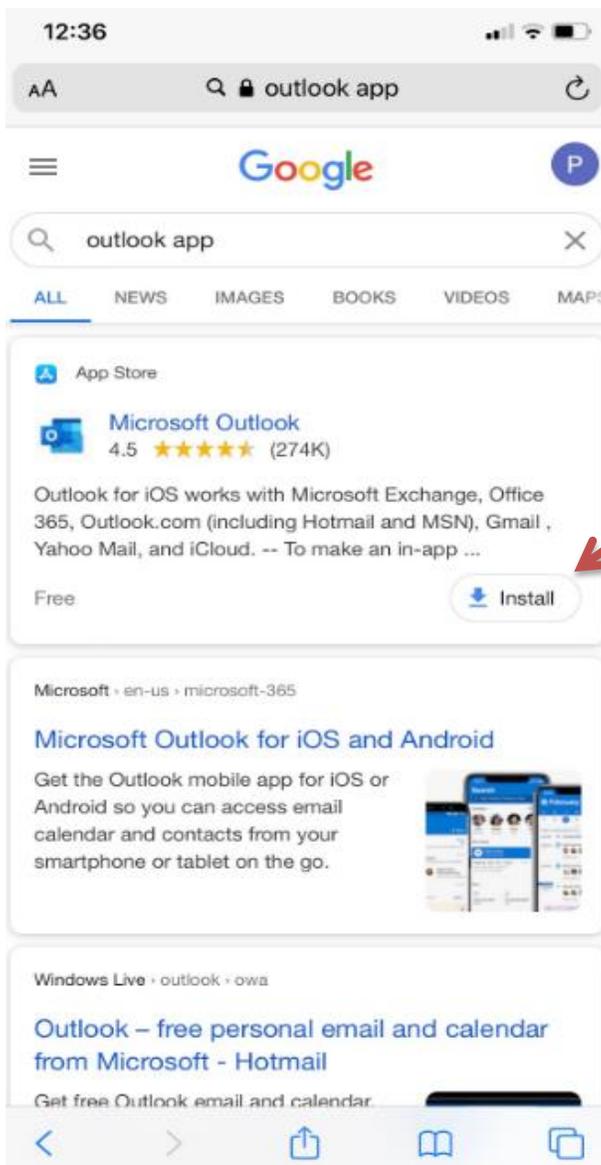


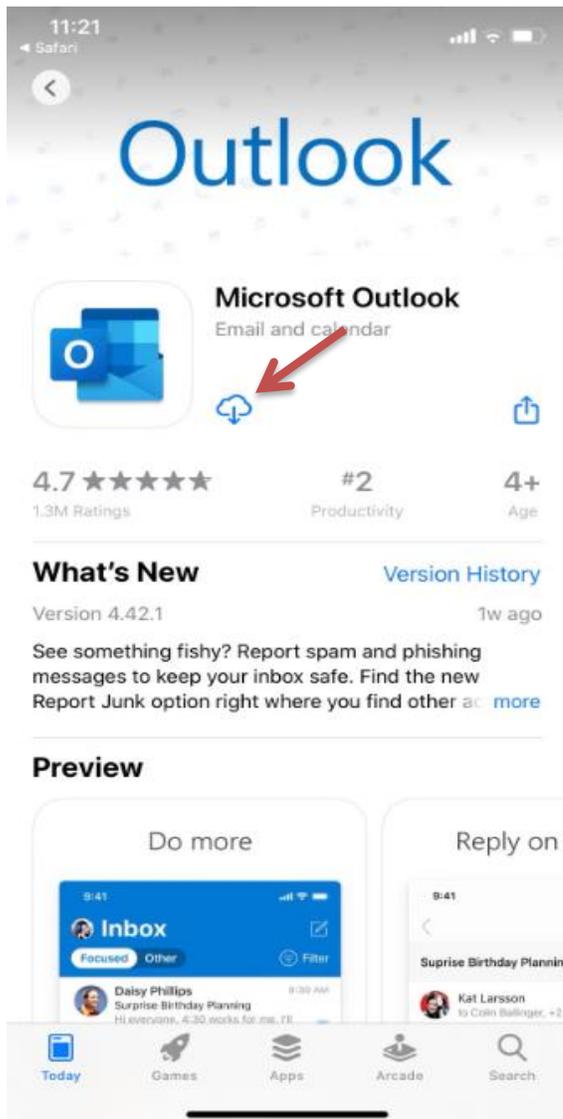
## How to Install the Outlook App on Your Smartphone Device

- 1) On your smartphone device, please go to the internet and type in the search bar the following address to take you to the Google website [www.google.com](http://www.google.com) .
- 2) Once on Google, please type in the search bar “outlook app” then tap the search key.
- 3) If you have an IOS operating system, the first result below the search bar will be App Store, Microsoft Outlook and the option to install the app. If you have an Android operating system, the first result below the search bar will be Google Play, Microsoft Outlook, and the option to install the app. Please tap **“Install”** as shown below.



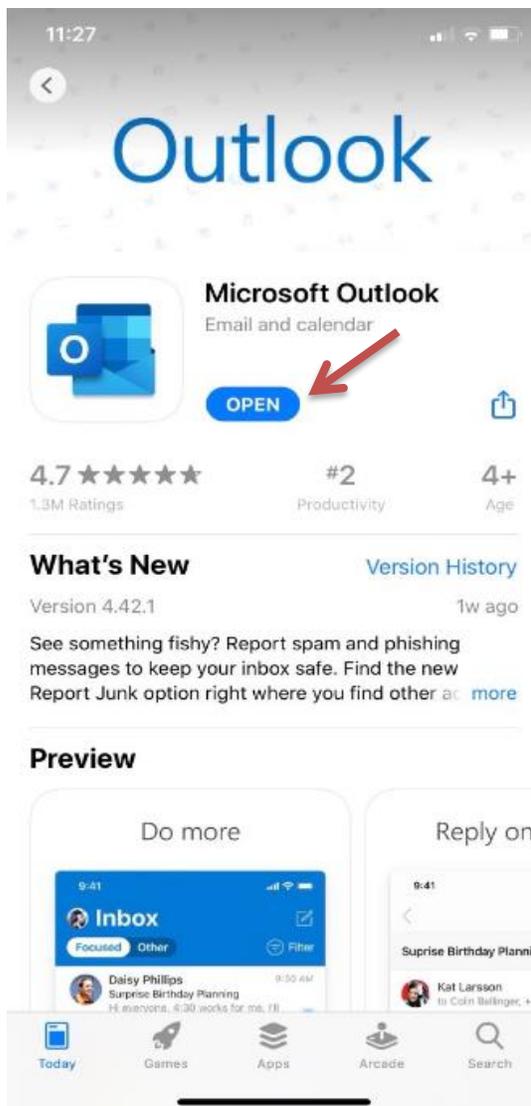
# How to Install the Outlook App on Your Smartphone Device

- 4) The screen below will appear, tap on **the cloud with the down arrow** as shown, to download Microsoft Outlook.



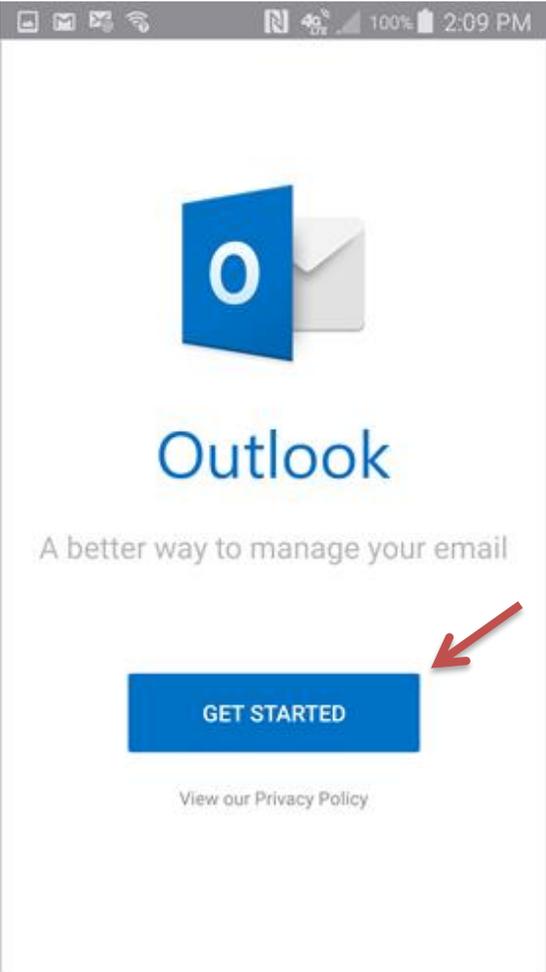
# How to Install the Outlook App on Your Smartphone Device

5) Tap on the “Open” button after installed.



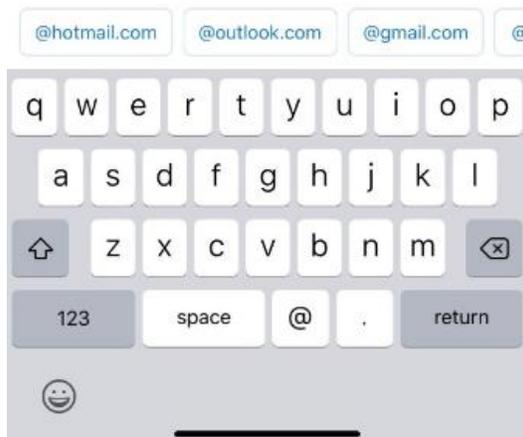
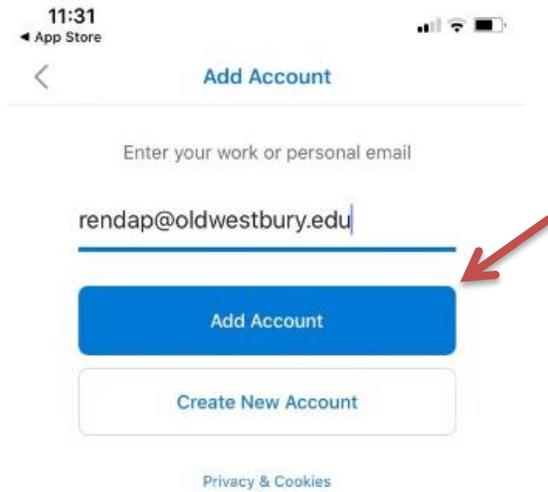
# How to Install the Outlook App on Your Smartphone Device

6) Tap "Get Started".



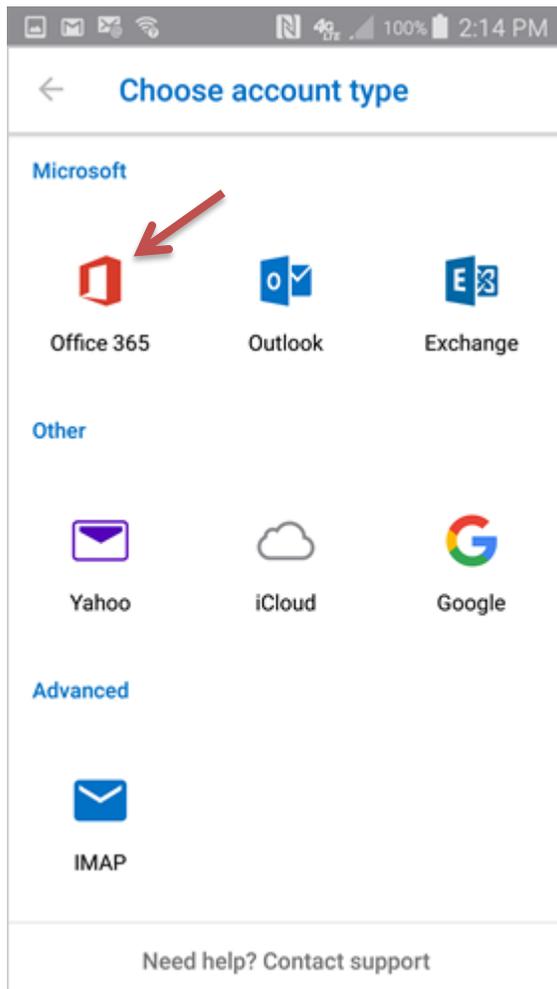
## How to Install the Outlook App on Your Smartphone Device

- 7) Enter your @oldwestbury.edu email address and then tap **“Add Account”**. NO PASSWORD IS REQUIRED AT THIS POINT.



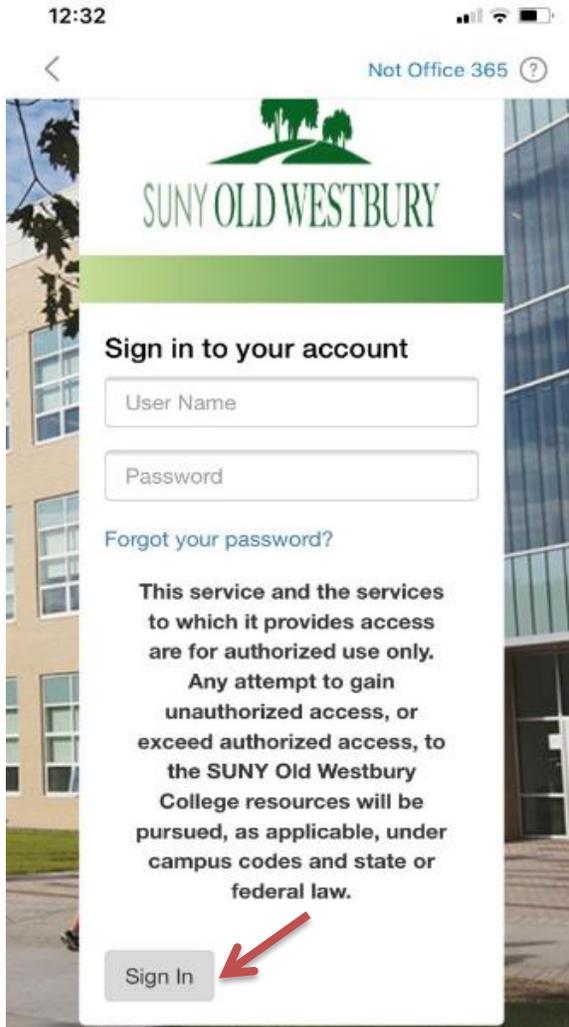
## How to Install the Outlook App on Your Smartphone Device

8) When prompted to choose an account type, tap **“Office 365”**.



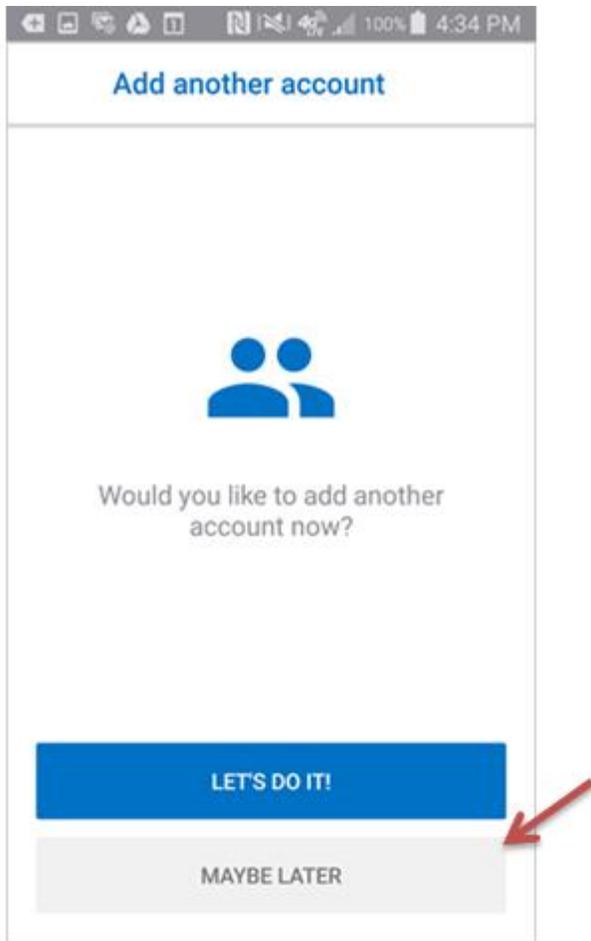
## How to Install the Outlook App on Your Smartphone Device

- 9) Enter your @oldwestbury.edu email address and tap **“Sign In”**.
- 10) If the Weblog in screen displays, enter your OW User ID and password and tap **“Sign In”**. Two-step authentication may also be required.



- 11) You will have the option to add another account. Tap **“Maybe Later”** to proceed to your Office 365 email in Outlook.

## How to Install the Outlook App on Your Smartphone Device



12) A few screens of help text are presented which you can read or skip. Your Office 365 Inbox will display.