

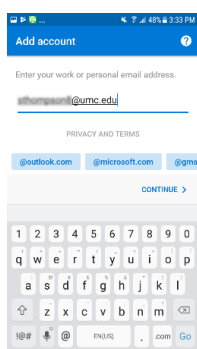
Quick Reference: **Mobile App for Android**

Keep in Mind

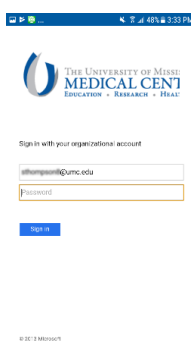
Due to variations in Android devices, all Android devices may not follow the exact steps below. This tip sheet reflects the most common solution.

Download the Outlook App and Microsoft Authenticator App

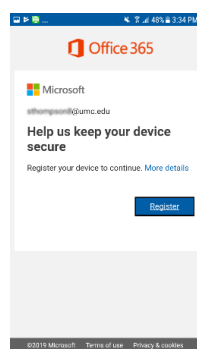
1. Get and install both the Outlook App and the Microsoft Authenticator App on your Android mobile device from the Google Play Store. *(There are several Authenticator Apps - verify it's the MS Authenticator app).* You must have the Authenticator app in order to use the Outlook app.
2. Open the Outlook app once both apps have finished downloading.



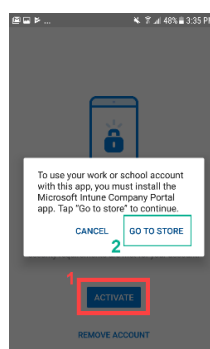
3. Type in your UMMC email address and tap **continue**.



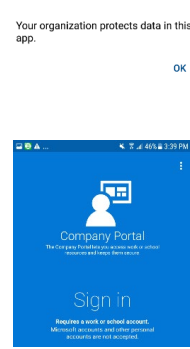
4. Type in your network password and tap **sign-in**.



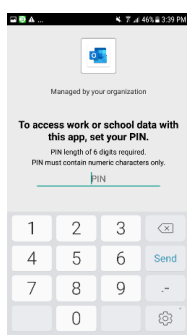
5. Tap **register**



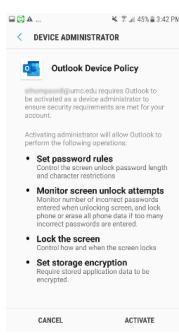
6. Tap **activate** then **go to store**. Install and open Intune company portal app.



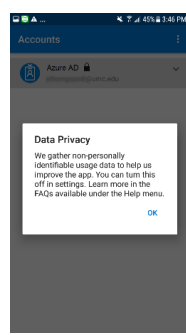
7. Click **OK** and then tap **Sign-in**.



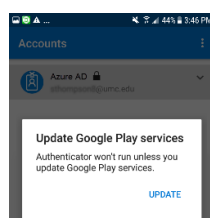
8. Create a 6-digit pin. Then re-enter the pin to confirm. Tap **Send**. Next, tap **activate** on the next screen



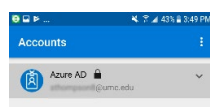
9. Tap **activate** to continue.



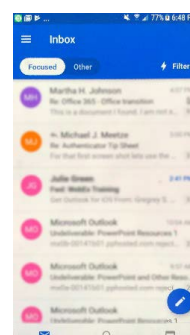
10. Tap **OK**. This can be turned off under the settings menu in the app after setup if desired.



11. If needed, tap **update** to continue. Then **update** again in Google Play.



12. Open Authenticator to verify your account has been added.



13. Open Outlook to use Mobile Email and Calendar.