
Set Up Outlook Email App (Android)



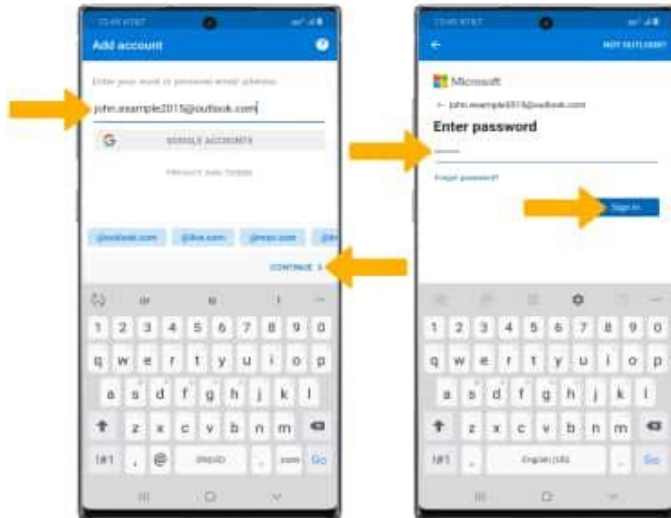
If you don't have the Outlook app installed go to the Google play store and install it.

1. From the home screen, swipe up or down to access the Apps tray then select the Outlook app.

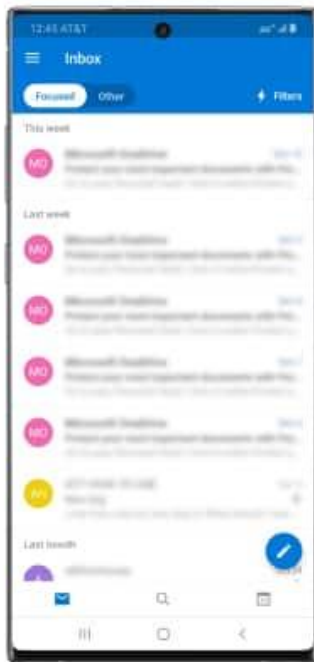
2. Select Get Started.



3. Enter the mail address, then select CONTINUE. Enter your Account password, then select Sign In. If you would like to set up another account, select CONTINUE. Otherwise, select SKIP. Swipe left to review the inbox tutorial then select the Checkmark icon or select SKIP to view your inbox.



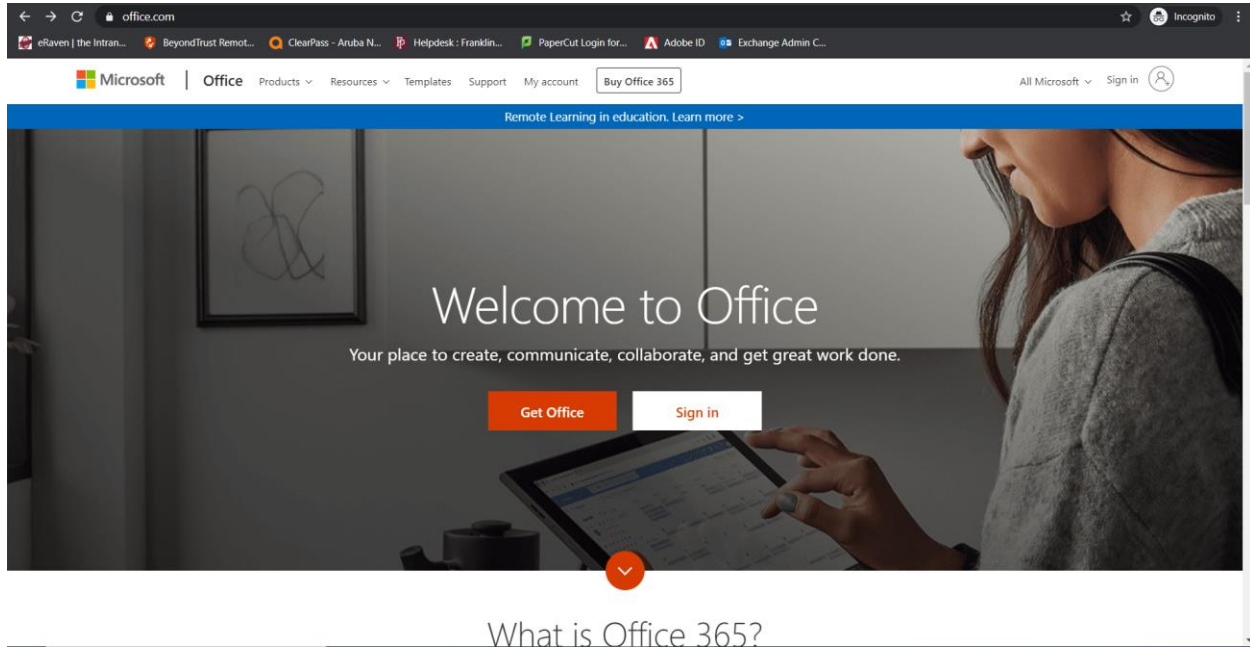
4. Your email account is now set up.



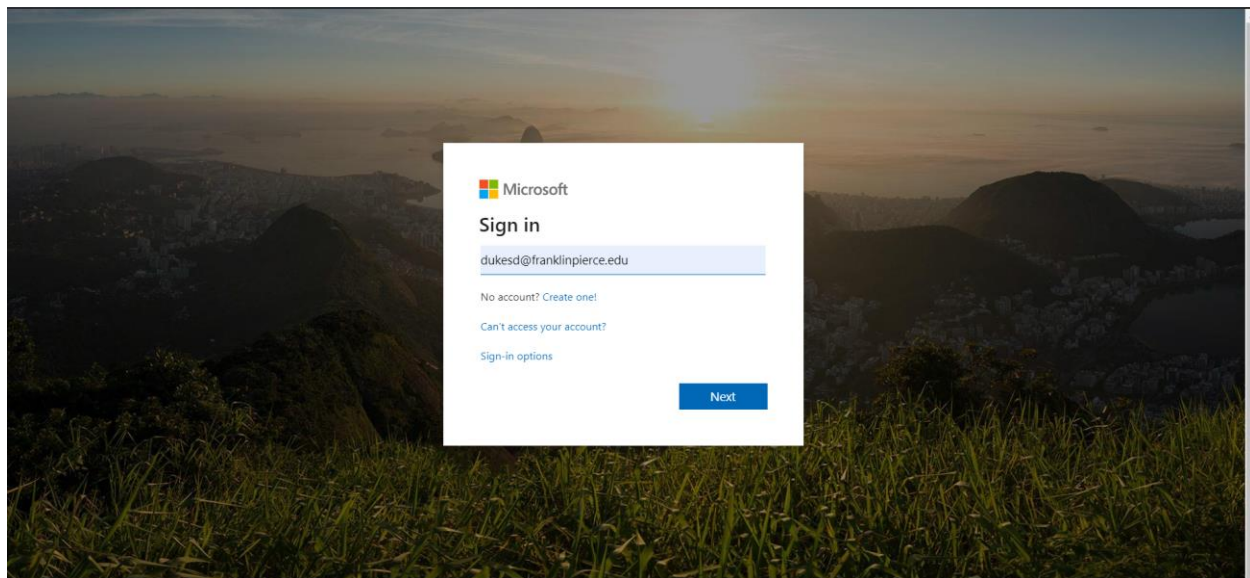
(First time users may be prompted to enter an account recovery method like Home/Cell phone number, alternate email, and/or Microsoft Authenticator app)

Access Email Using Web Browser

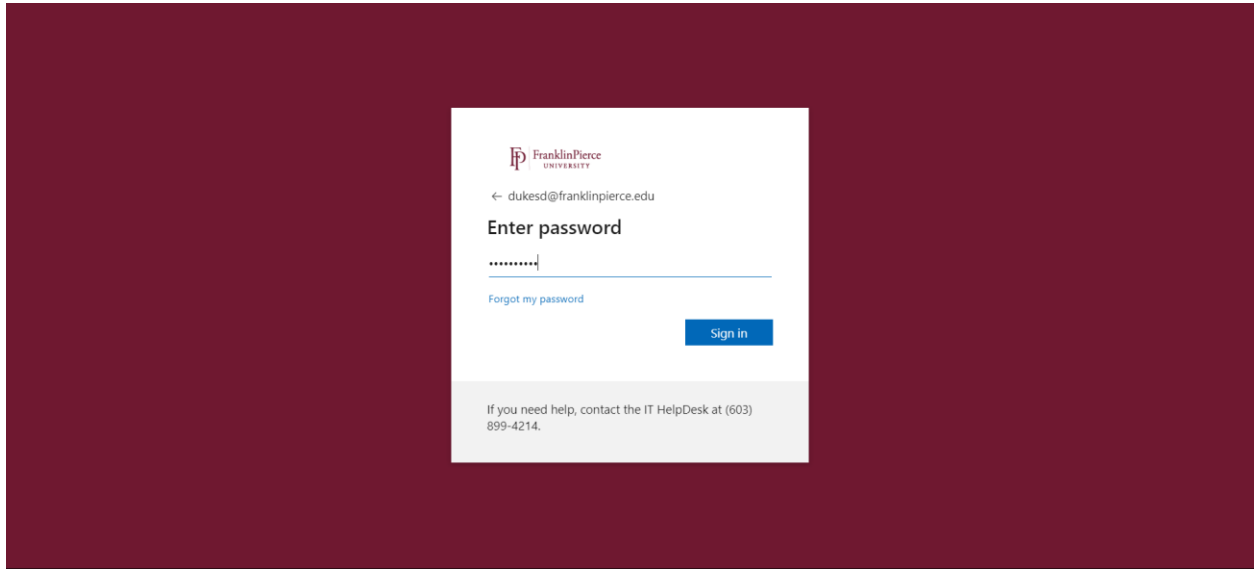
1. Open a web browser go to the [Office.com](https://office.com) website and select the **Sign In** option.



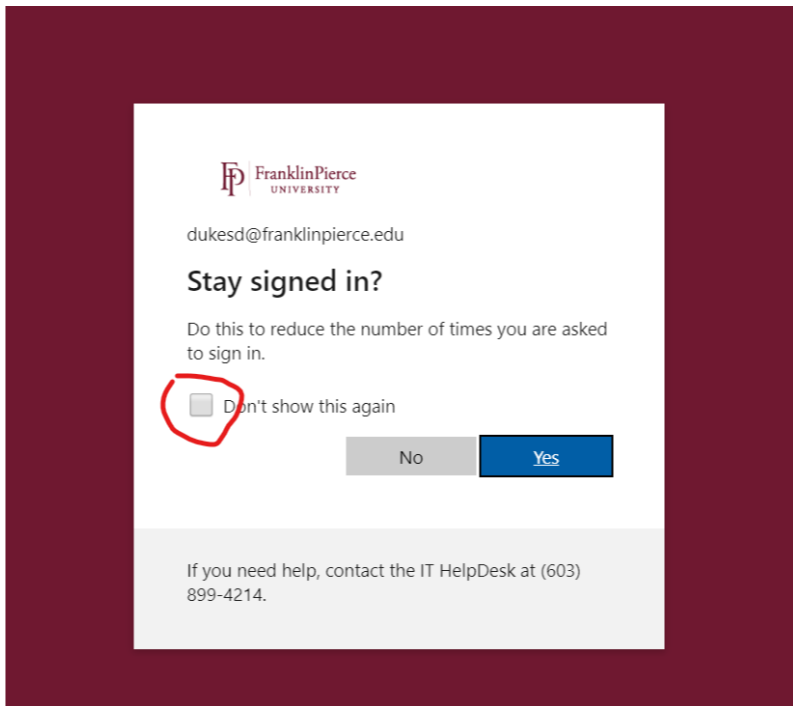
2. Enter the full FPU email address and click **Next**



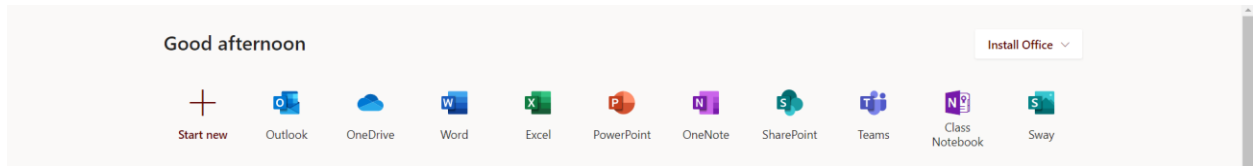
3. Enter the FPU password for your account and click **Sign In**



4. You will be prompted to stay signed in. If you want to stay signed in Select the checkbox and click **Yes** If not select **No** (Select **No** if you are on a computer that is unsecured by a password or if others have access to the account).



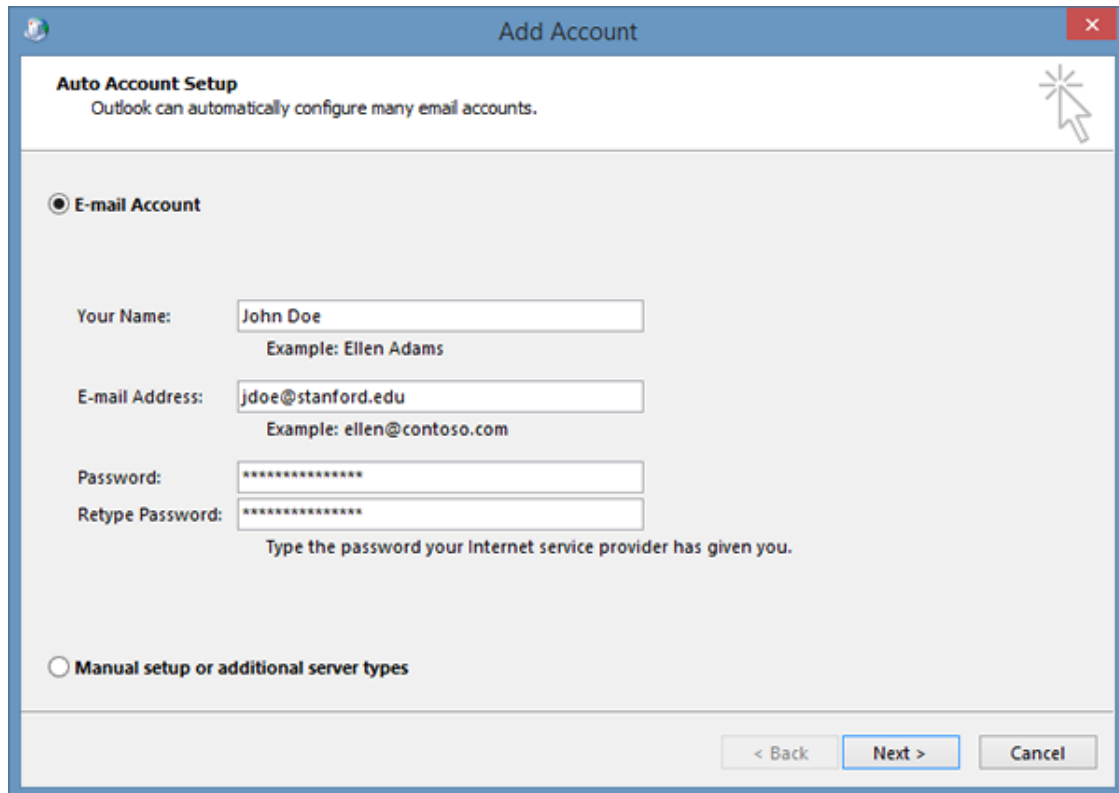
5. Select the **Outlook** icon and you will be taken to your FPU email



6. If you are setting your email up for the first time you may be prompted to enter an account recovery method. (phone number, alternate email, or Microsoft Authenticator app)

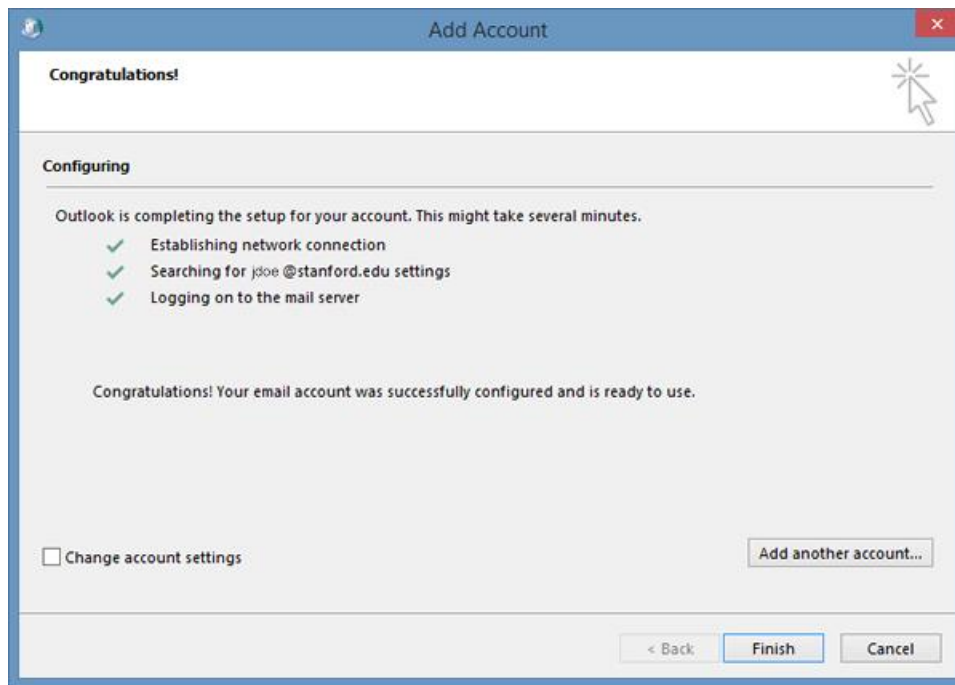
Configure Outlook for Windows (Desktop App)

1. Open the Outlook application.
2. At the Welcome screen, click **Next**
3. When asked if you want to set up Outlook to connect to an email account select **Yes** then click **Next**
4. The Auto Account Setup wizard opens. Enter your name, your email address using your **username@franklinpierce.edu** and your FPU password and click **Next (If you are on campus and connected to the network the name and email address will auto populate for you and you will only need to enter your password)**



The screenshot shows the 'Add Account' window in Outlook. The title bar reads 'Add Account'. The main heading is 'Auto Account Setup' with the subtext 'Outlook can automatically configure many email accounts.' Below this, there are two radio button options: 'E-mail Account' (which is selected) and 'Manual setup or additional server types'. Under the 'E-mail Account' section, there are four input fields: 'Your Name' (containing 'John Doe'), 'E-mail Address' (containing 'jdoe@stanford.edu'), 'Password' (containing asterisks), and 'Retype Password' (containing asterisks). Below the password fields is the instruction 'Type the password your Internet service provider has given you.' At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

5. Outlook will complete the setup which might take several minutes. When you are notified that your account was successfully configured, click **Finish**.



6. You may need to restart Outlook for the changes to take effect.