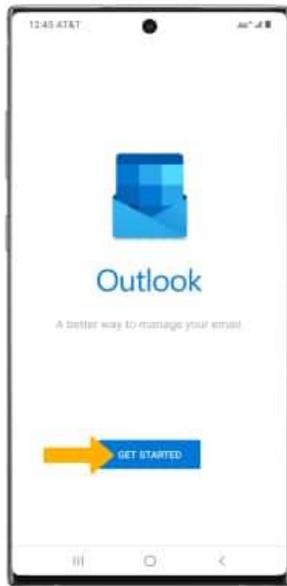

Set Up Outlook Email App (Android)



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

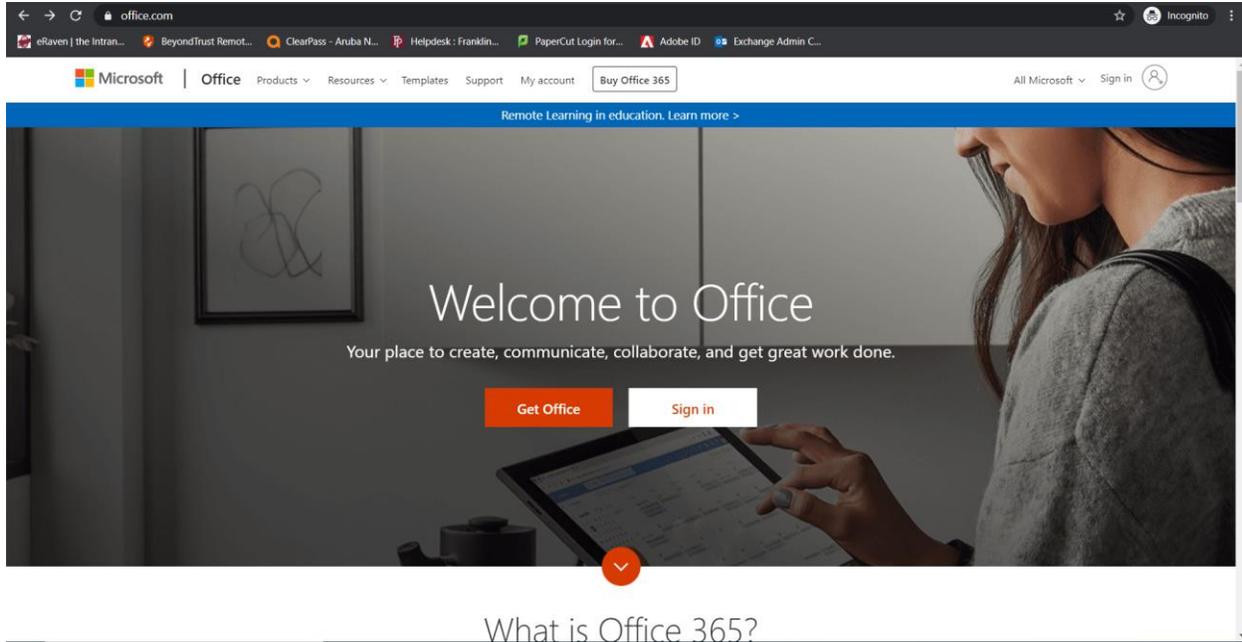
1. From the home screen, swipe up or down to access the Apps tray then select the Outlook app.

2. Select Get Started.

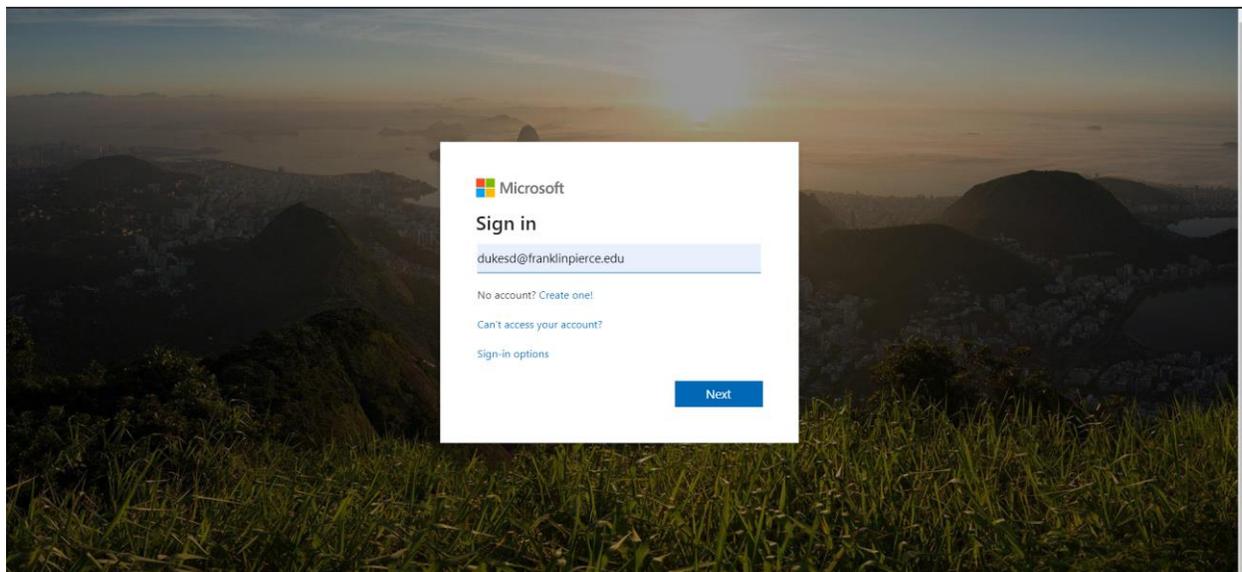


Access Email Using Web Browser

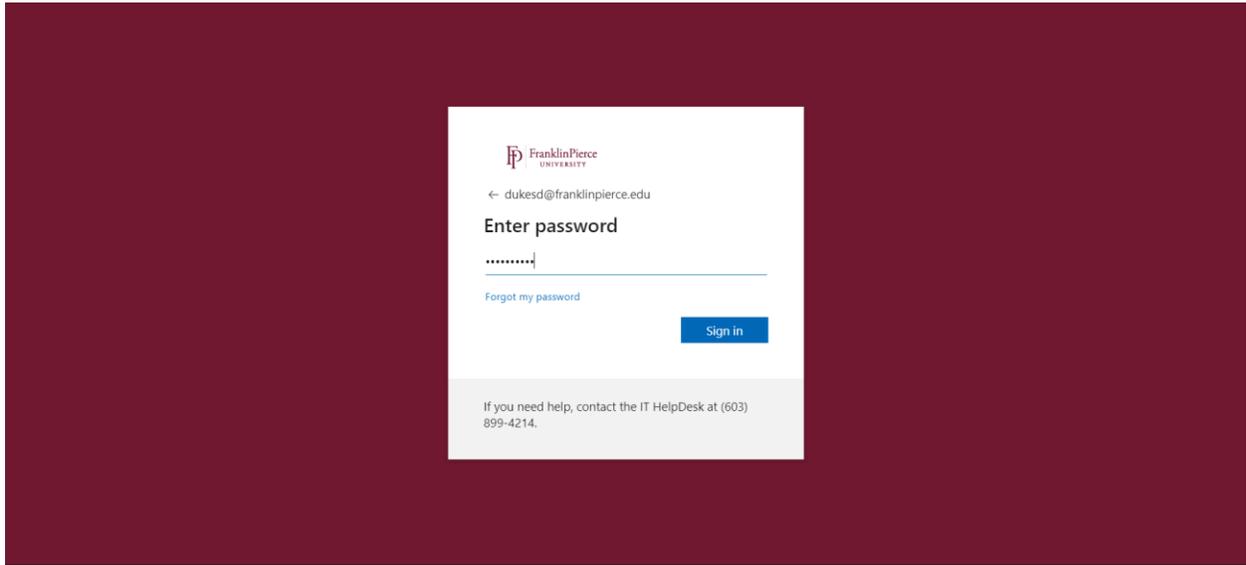
1. Open a web browser go to the [Office.com](https://office.com) website and select the **Sign In** option.



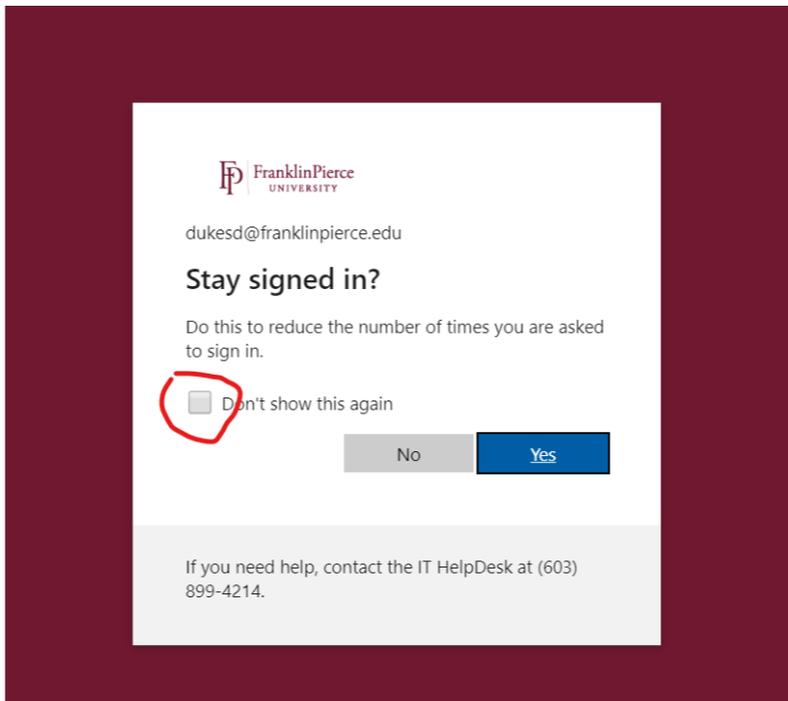
2. Enter the full FPU email address and click **Next**



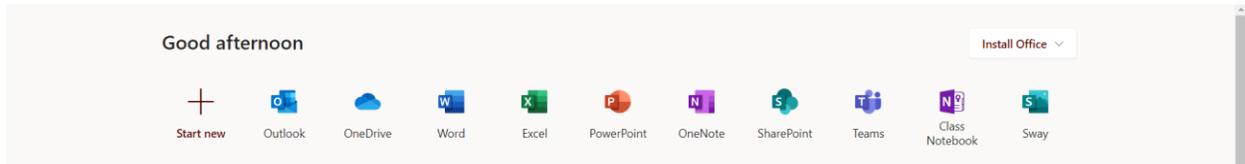
3. Enter the FPU password for your account and click **Sign In**



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).



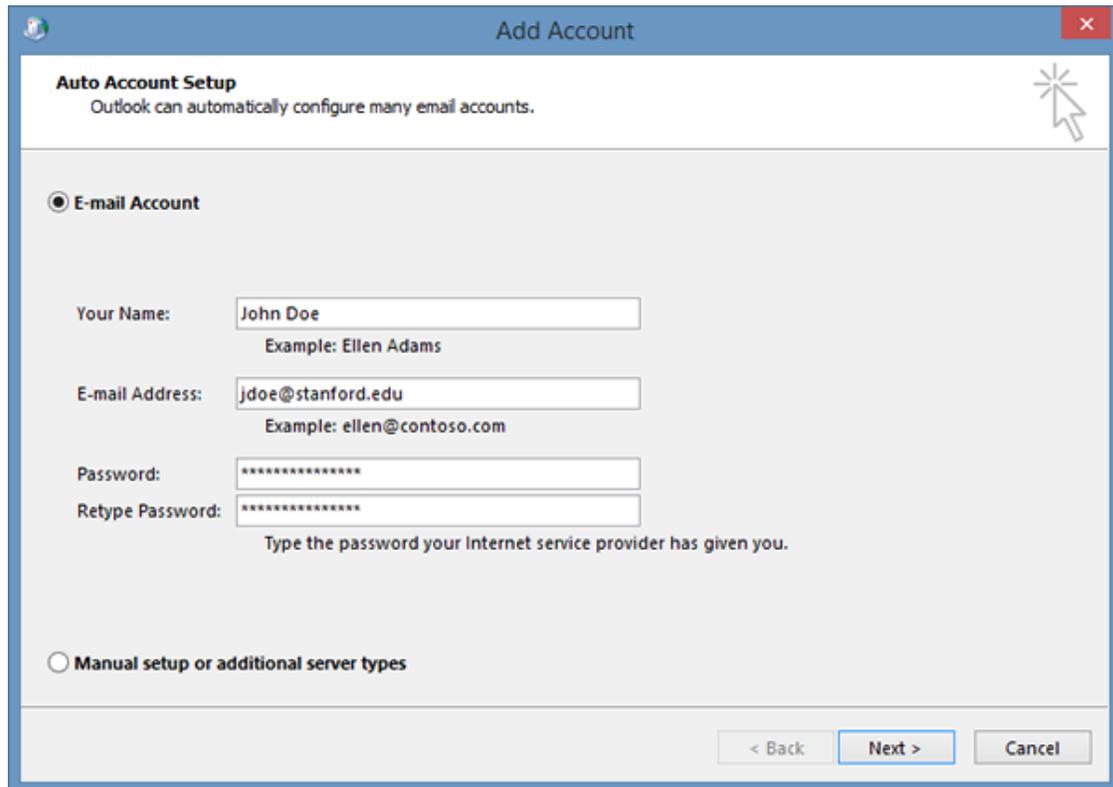
5. Select the **Outlook** icon and you will be taken to your FPU email



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' with a close button (X) in the top right corner. Below the title bar, the window is titled 'Auto Account Setup' with the subtitle 'Outlook can automatically configure many email accounts.' A mouse cursor is pointing at a star icon in the top right corner of the window content area.

Under the 'Auto Account Setup' section, there are two radio button options:

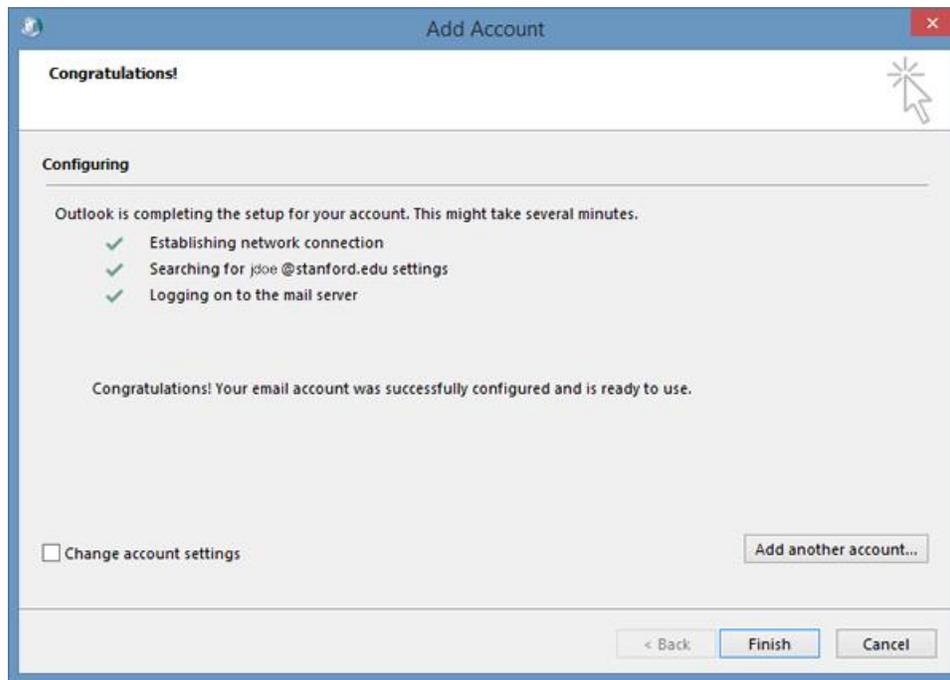
- E-mail Account**
- Manual setup or additional server types**

The 'E-mail Account' section contains the following fields:

- Your Name:** A text box containing 'John Doe'. Below it, an example is shown: 'Example: Ellen Adams'.
- E-mail Address:** A text box containing 'jdoe@stanford.edu'. Below it, an example is shown: 'Example: ellen@contoso.com'.
- Password:** A text box containing a series of asterisks '*****'.
- Retype Password:** A text box containing a series of asterisks '*****'. Below it, a note reads: 'Type the password your Internet service provider has given you.'

At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a blue border.

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.