## Accessing Outlook Email on the Android Native Email App

## after Migration to O365 Cloud

- 1. If you already had your campus email account set up in your Android phone's native email app (not the downloaded Outlook app for Android), you will get a "Sign-in Failed" message.
- 2. Click on the "Sign-in Failed" message and you will be redirected to the O365 online/Microsoft login page (see screenshot below).
- 3. Your email address will already be there, so simply enter your email/network password and click the **Sign in** button.



4. At the bottom of the screen, answer the question whether to save your sign-in information or not.



5. Next you will get the "Permissions requested" screen; click **Accept** to accept the terms.

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NOTE: As an option, if you do <u>not</u> wish to use your phone's native email app, we recommend <u>downloading the Outlook app</u>.

6. You are now set up to access your email from the phone's native email app. It may take a few minutes for new email to start loading into the mailbox.



If you were also using the native calendar app on your phone, it will look the same as before; no further configuration is needed.