Office 365 at TCCS
Outlook App Android

Step 1: Go to your email settings in the Outlook app (the gear in the lower left of the screenshot)

Step 2: If you had your email synced to your phone previously you will need to remove your existing account by selecting it here and hitting **Delete Account**.
Office 365 at TCCS
Outlook App Android

**Step 3:** If delete your account or did not have your account synced you will be able to add the account here and move to the next step. Hit add an account and a Get Started window will appear.

**Step 4:** Enter your email address (first name lastinitial@claremont.edu) and hit continue.
Office 365 at TCCS
Outlook App Android

Step 5: Enter your password and hit Sign in. After signing in your email will begin to sync with the application on your phone, and the setup will complete.