# Outlook and Authenticator Apps for your
# Android Mobile Device

Disclaimer: 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 MICROSOFT AUTHETICATOR app).* You must have the Authenticator app in order to use the Outlook app.
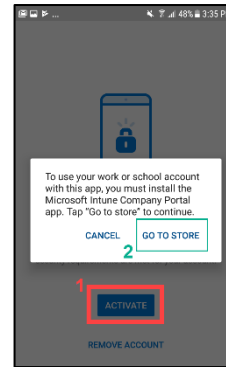2. Open the Outlook app once both apps have finished downloading.
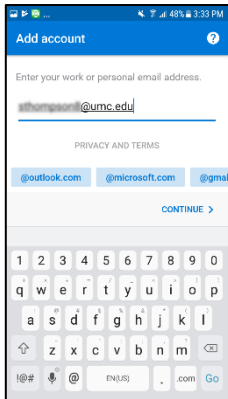
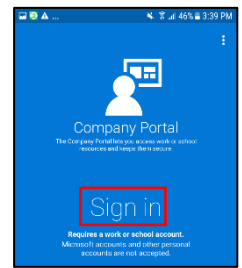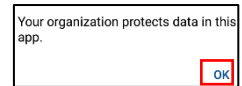**3.** Type in your UMMC email address and tap "**Continue**".
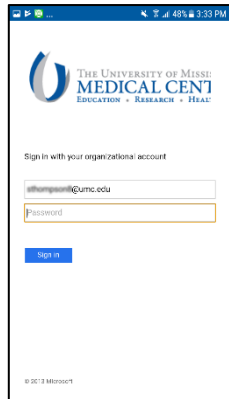
4. Type in your network password. Tap "**Sign in**".
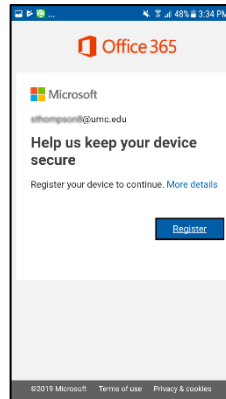
5. Tap "**Register**".

6. Tap "**Activate**" then "**Go To Store**". Install & open Intune Company Portal app*.
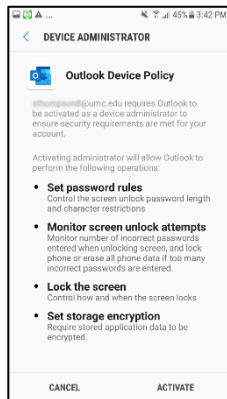
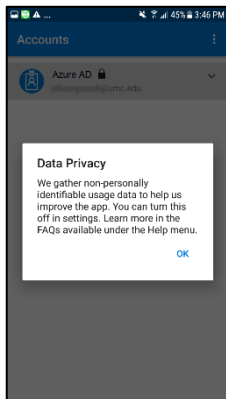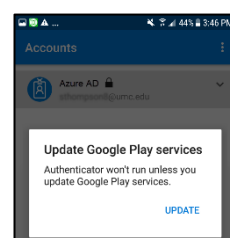**7.** Tap "**OK**". Then tap "**Sign in**".
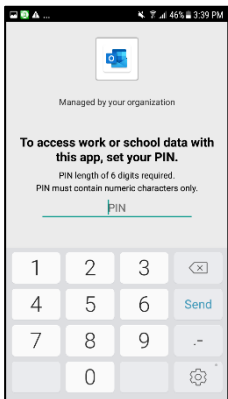
8. Create a 6-digit pin. Then re-enter that pin to confirm it. Tap "**Send**". Then tap "**Activate**" on the next screen.
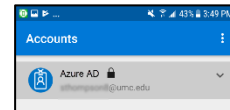
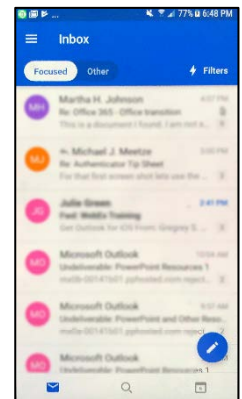**9.** Tap "**Activate**" to continue.

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 Azure AD** account has been added.

13. Open *Outlook* to use mobile email & calendar.

Use the button in the top-left corner next to "Inbox" to navigate between folders and access the Settings menu.

Use the menu at the bottom to navigate between **Mail**, **Search** and **Calendar**.

Note: It will take a couple of minutes for your calendar to sync. You may have to close and reopen the Outlook app to verify your calendar has synced after a couple of minutes.

Your **new Webmail** address is: https://outlook.com/owa/umc.edu.

*Intune must remain on your Android device for Outlook & Authenticator to work. No other action on your part is needed.

**Azure AD is simply the account name given by Microsoft Authenticator which is tied to your UMMC credentials.