## ANDROID PHONES

- 1. If you don't already have the app on your device, install the Microsoft Outlook app from the Google Play Store, and open it.
- 2. When you open the app, what do you see?
  - a. If you see the Outlook logo, tap Get Started.

	0	
	Outlook	
	A better way to manage your email	
	GET STARTED	
b.	If you see your Inbox, tap	ings).
	≡ Inbox Q	\$
	Then tap <b>Add account</b> . ← Settings	
	Help & Feedback	
	Accounts	
	n molly@mollysbarkandwine.com Office 365	
	Conception of the second secon	
	ADD ACCOUNT	
	Then tap <b>Add an email account</b> .	
	Add an email account JNT	
	Add a storage account	
3. Enter yc ← Ac	our email address. dd Account	
Er	nter your primary work or	



4. Tap **Continue**. The button will change to say **Looking up account**.

5. You will see a GoDaddy log in screen. Enter your password. If you don't remember your password or need a new one text Travis

GoDaddy
Office 365
Sign in
Email
molly@mollysbarkandwine.com
Password I forgot
Sign In

- 6. Tap Sign In.
- 7. You will be prompted to add another account. If you wish to skip this, tap Maybe Later.



## Next step

- You should see your messages show up in your inbox. To make sure you can send messages, compose an email and send it to yourself.
- As a troubleshooting step, try turning off your wifi, and then follow these steps, again.