

# Setting Up the Outlook App for Android or IOS

These instructions will navigate you through the process of configuring the Outlook App for Android or IOS devices to allow you to access your Boyertown email. Please note that you must perform all the steps contained in this document on your phone. Additional information on the use of Microsoft Office products on your mobile device can be found at the [Microsoft Office Support](#) website.

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1

Open **Outlook for Android** or **Outlook for IOS**. The icon looks like this:



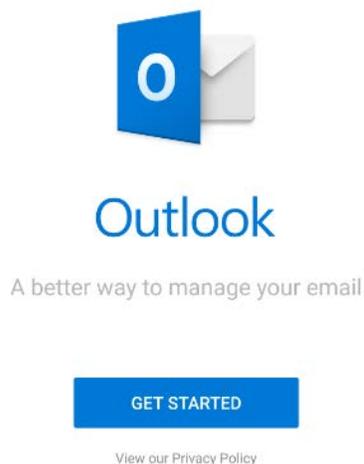
If you haven't already, you can [download Outlook for Android](#) from the Google Play Store

*NOTE: This must be performed on your mobile device, not from a computer.*

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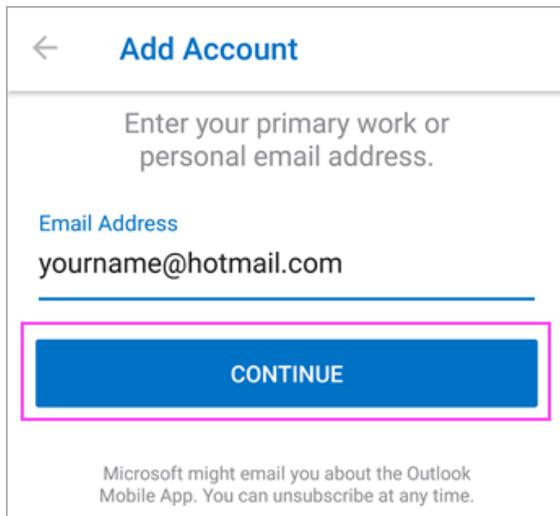
2

Open the Outlook app and tap **Get Started**.



3

Type your full email address, then tap **Continue**.



← Add Account

Enter your primary work or personal email address.

Email Address  
yourname@hotmail.com

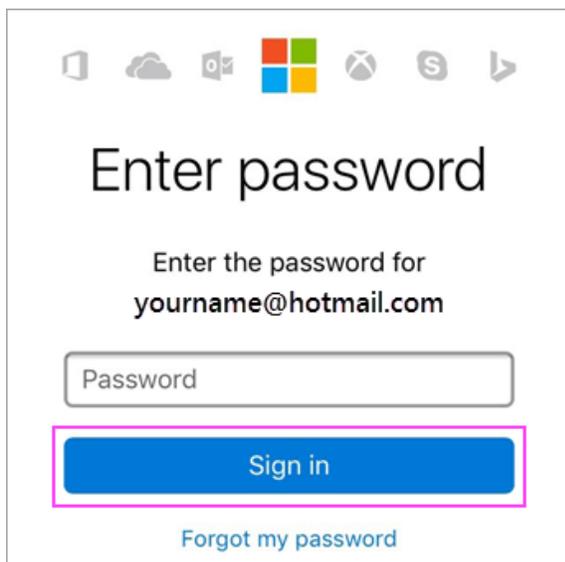
CONTINUE

Microsoft might email you about the Outlook Mobile App. You can unsubscribe at any time.

4

Enter your email account password and tap **Sign In** or **Next**.

**NOTE:** This screen may look a little different depending on your email provider.



Enter password

Enter the password for  
yourname@hotmail.com

Password

Sign in

[Forgot my password](#)

5

Tap **Yes** or **Allow** to give Outlook permission to sync calendar, contacts, etc.

You can change these application permissions at any time in your account settings.

Outlook  
[Privacy & Cookies](#) [Terms](#)

Yes

No

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6

You're now ready to use Outlook for Android!



If you require additional assistance, please contact Support Center at 610-473-3503 or [supportcenter@boyertownasd.org](mailto:supportcenter@boyertownasd.org).