

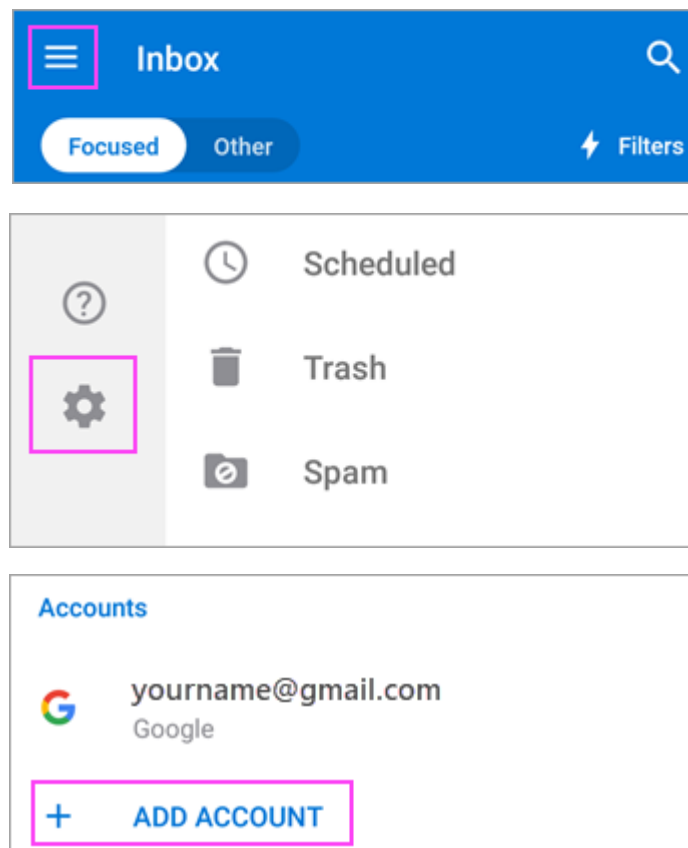
Outlook Android Setup

1. Open the **Outlook for Android** app. The icon looks like this:



If you don't have it yet, download **Outlook for Android** from the Google Play Store

2. Tap **Get Started** if it's your first time. Otherwise, open the **Menu** and tap **Settings > Add Account > Add Email Account** .



3. Enter your full email address, then tap **Continue** .

Add account ?

Enter your work or personal email address.

yourname@yourdomain.com

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

@live.com @msn.com @hotmail.com @outlook.com

CONTINUE >

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

Microsoft

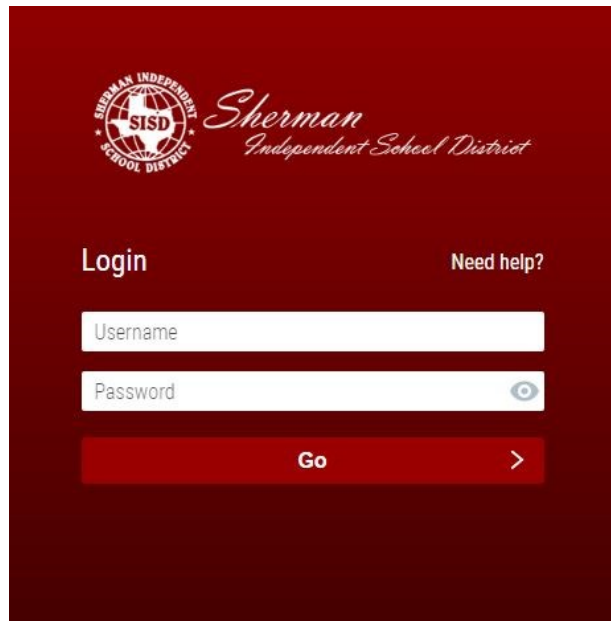
yourname@yourdomain.com

Enter password

Password

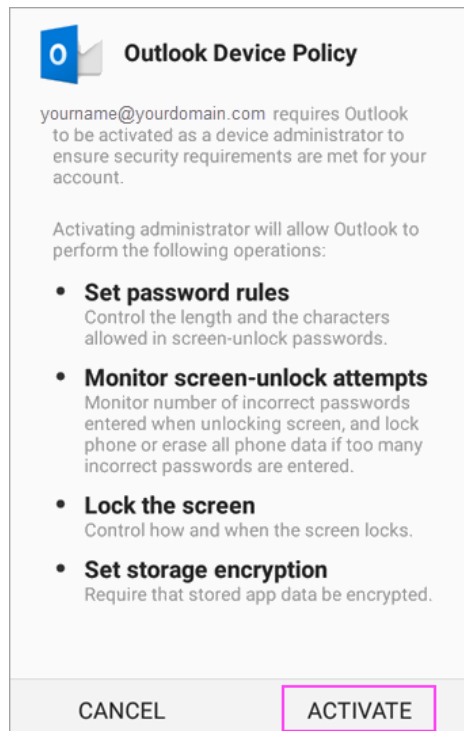
Back Sign in

5. You will now be redirected to the Sherman ISD SSO login page. Enter your credentials and continue.



The image shows the login page for Sherman Independent School District (SISD). At the top left is the SISD logo, a globe with 'SISD' in the center, surrounded by the text 'SHERMAN INDEPENDENT SCHOOL DISTRICT'. To the right of the logo is the text 'Sherman Independent School District' in a cursive font. Below the logo and text, the word 'Login' is displayed on the left and 'Need help?' on the right. There are two input fields: 'Username' and 'Password'. The 'Password' field has a small eye icon to its right. Below the input fields is a red button with the text 'Go' and a right-pointing arrow.

6. You may be prompted to accept additional policies by your IT Admin, tap **Activate** and **Activate** again. Outlook may also request permission to access calendar, contacts, etc. Tap **Yes** or **Allow**.

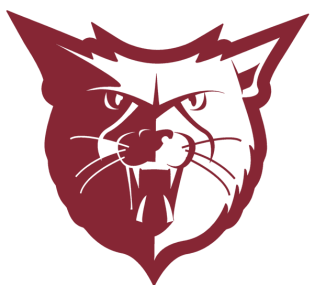


The image shows an Outlook Device Policy dialog box. At the top left is the Outlook logo, a blue square with a white 'O'. To the right of the logo is the text 'Outlook Device Policy'. Below the logo and text, the text reads: 'yourname@yourdomain.com requires Outlook to be activated as a device administrator to ensure security requirements are met for your account.' Below this text, it says: 'Activating administrator will allow Outlook to perform the following operations:'. There are four bullet points:

- **Set password rules**
Control the length and the characters allowed in screen-unlock passwords.
- **Monitor screen-unlock attempts**
Monitor number of incorrect passwords entered when unlocking screen, and lock phone or erase all phone data if too many incorrect passwords are entered.
- **Lock the screen**
Control how and when the screen locks.
- **Set storage encryption**
Require that stored app data be encrypted.

At the bottom of the dialog box, there are two buttons: 'CANCEL' and 'ACTIVATE'. The 'ACTIVATE' button is highlighted with a pink border.

7. Your Outlook email App should now be configured. Please close out of the application and restart your phone if new mail is not visible



SHERMAN

Independent School District