How to Configure the Android Outlook App for UA Email (for phones & tablets)

The Microsoft Outlook app is the recommended way to access your UA email and calendar on an Android device. **ONLY FOLLOW THESE DIRECTIONS IF YOU’VE NEVER PREVIOUSLY USED THE OUTLOOK APP ON YOUR DEVICE.**

**IMPORTANT:** If you can’t get to your email via the Outlook app, you can gain immediate access to your email by browsing to [https://outlook.office365.com](https://outlook.office365.com) and logging in with your mybamausername@ua.edu and mybama password.

1. On your mobile device, go to the Google Play Store and install the Microsoft Outlook app.

2. Open the app after it is installed.
3. Tap **Get Started**.

4. Enter your myBamausername@ua.edu email address or Select Corporate (this option may be named 0365 on some versions of Android) and then tap **Continue**. NO PASSWORD IS REQUIRED AT THIS POINT. **PLEASE MAKE SURE YOU'RE ENTERING YOUR MYBAMAUSERNAME@UA.EDU ACCOUNT**
5. Enter your myBama password on this screen

6. Click the “Remember me for 30 days” checkbox and choose the Duo authentication method you prefer. You should complete this like you do when logging into myBama.
7. You may see the following screen while the app logs into your account

8. Click the “Maybe Later” option to finish the process
9. You may see the following screen while privacy settings are synced

![Syncing your privacy settings](image)

A better way to manage your email.

10. Review the screens that describe the Focused Inbox, Calendar, and Attach Files features. Your mailbox is now set up, and emails will start to sync to your device.

![Focused Inbox](image)

We've put your most important, actionable emails here.
If after following the above steps, you have any issues, please contact the OIT Helpdesk at (205) 348-5555. Matt and Patrick are focusing on desktop support and the OIT Helpdesk will provide quick support for mobile devices.

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