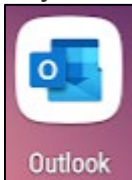


How to Remove and then Add an Account in the Android Outlook App for UA Email (for phones & tablets)

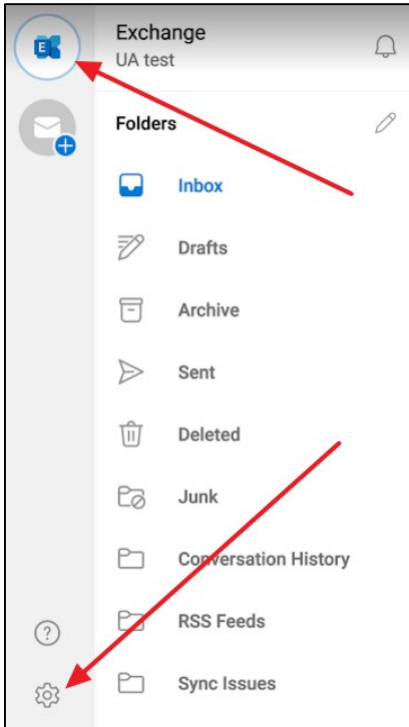
The Microsoft Outlook app is the recommended way to access your UA email and calendar on an Android device. **ONLY FOLLOW THESE DIRECTIONS IF YOU'VE PREVIOUSLY USED THE OUTLOOK APP ON YOUR DEVICE.**

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> and logging in with your mybamausername@ua.edu and mybama password.

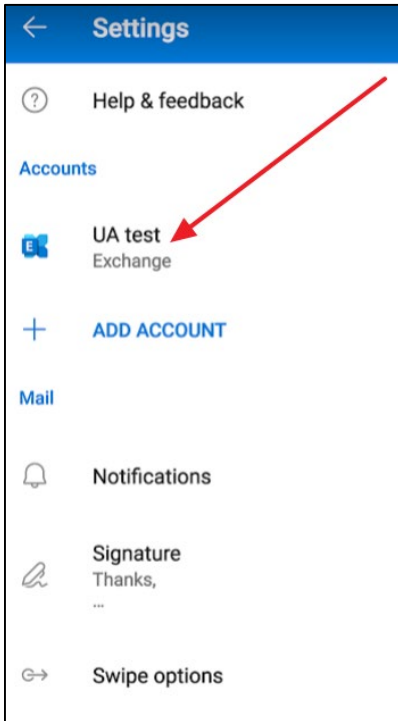
1. On your mobile device, open the Outlook app



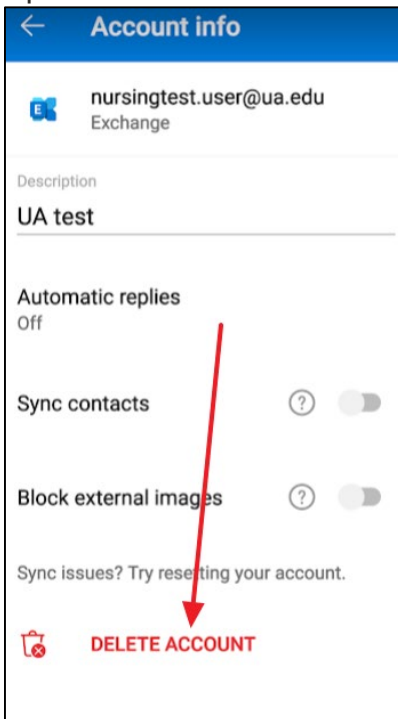
2. Click on the button in the top left corner and then click on the gear icon in the bottom left corner.



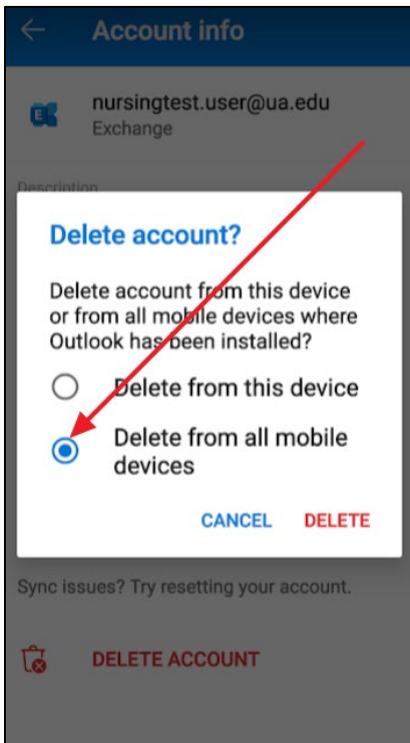
3. Tap on the UA CCN Email account that's currently configured in the app. This may be titled UA Email or CCN Email or Work Email or Exchange.



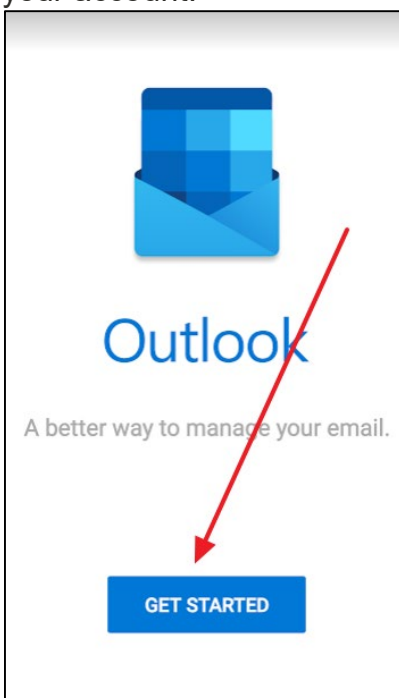
4. Tap on the “DELETE ACCOUNT” option at the bottom of the screen



5. If asked to confirm deletion, please confirm. If asked to “Delete from this device” or “Delete from all mobile devices”, please choose “Delete from all mobile devices”. If for some reason the account doesn’t delete, please tap “DELETE ACCOUNT” again and choose “Delete from this device”.



6. When the deletion finishes, the Get Started screen should appear. Tap **Get Started** to add your account.



7. 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**

×

Add account

?

Enter your work or personal email address.

myBamausername@ua.edu

ADD GOOGLE ACCOUNT

PRIVACY AND TERMS

CONTINUE >

8. Enter your myBama password on this screen

Office of Information Technology

nursingtest.user@ua.edu

Enter password

Password

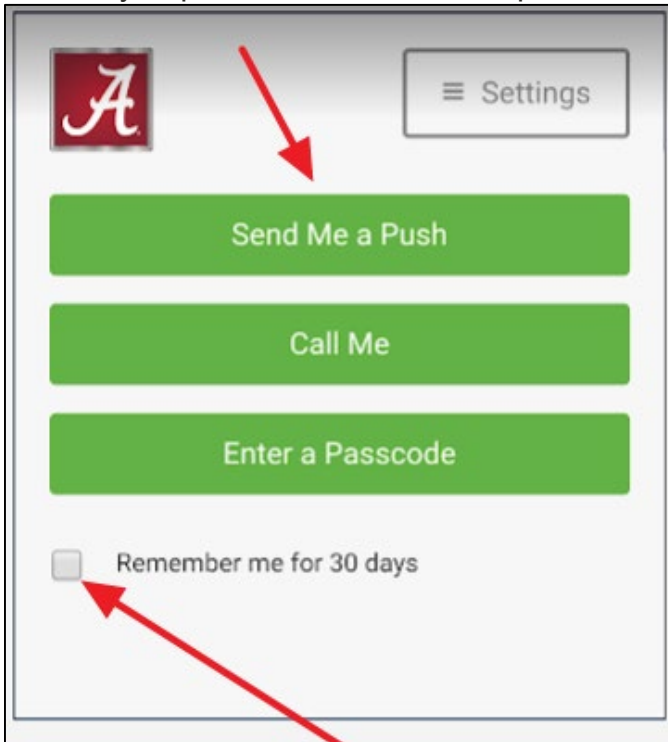
Forgot my password

Sign in with another account

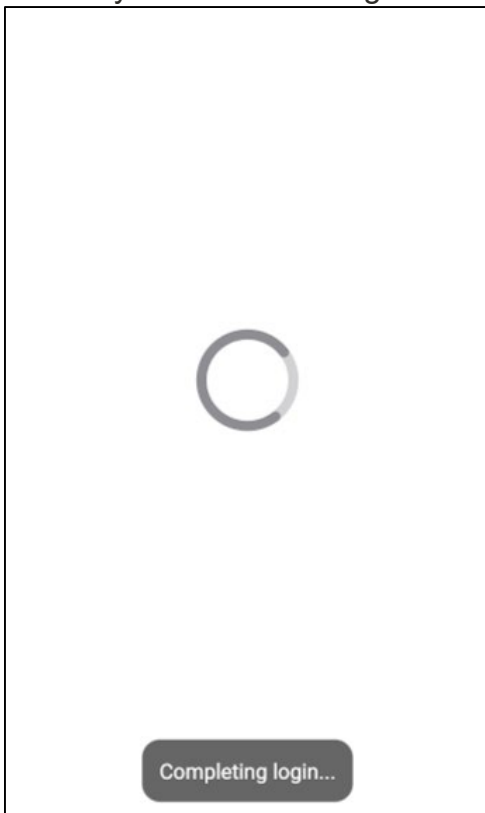
Sign in

Terms of use Privacy & cookies ...

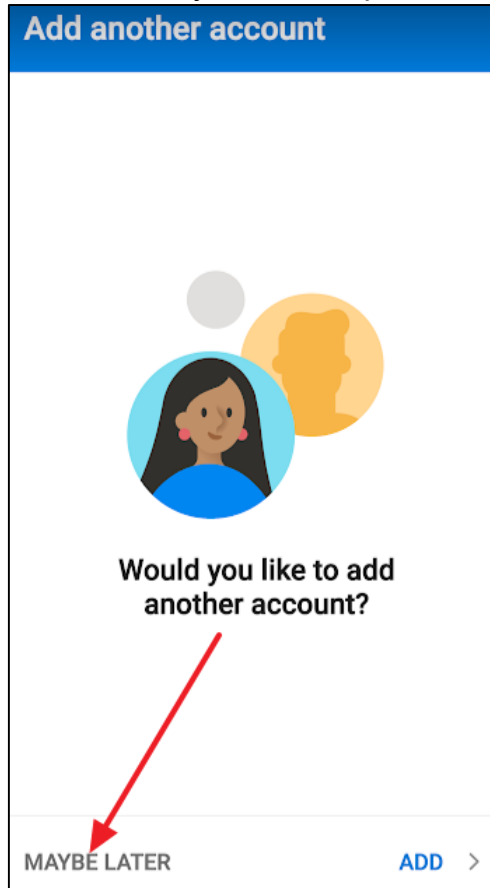
9. Click the “**Remember me for 30 days**” checkbox and choose the Duo authentication method you prefer. You should complete this like you do when logging into myBama.



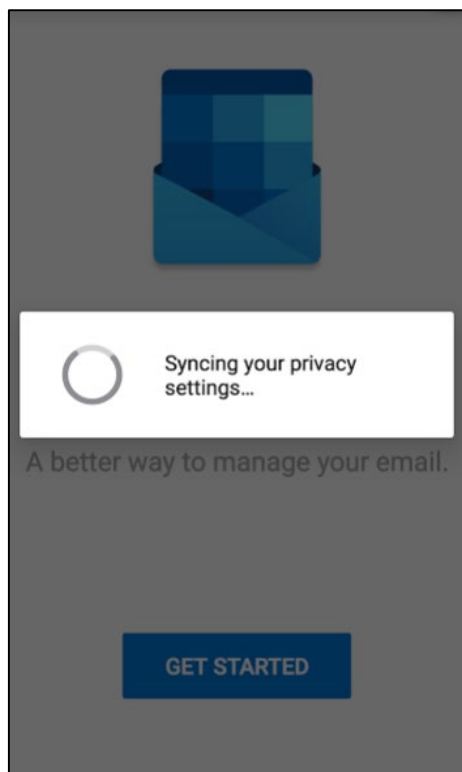
10. You may see the following screen while the app logs into your account



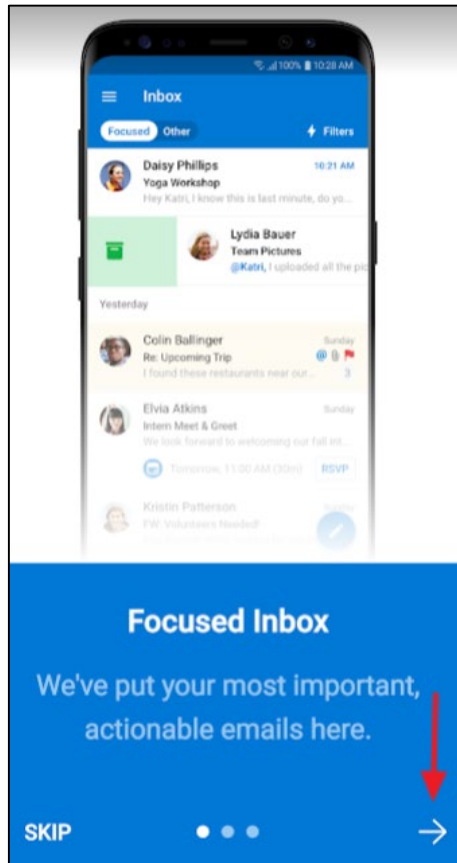
11. Click the “Maybe Later” option to finish the process



12. You may see the following screen while privacy settings are synced



13. 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.



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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