

Installing Outlook on your Android Phone

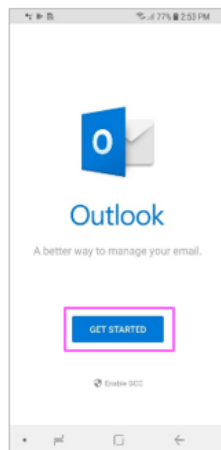
If you already have HHS (Hamilton Health Sciences) email on your iPhone, you will need to remove ActiveSync from your phone prior to setting up your email account in the Outlook App.

Remove Exchange Account from Android Phone.

1. On Your Home Screen Go to Settings
2. Under Settings Scroll down and select Accounts and Backup
3. On the Accounts and backup screen, select Manage accounts.
4. Tap on your HHS email account (Microsoft Exchange ActiveSync)
5. On the Microsoft Exchange ActiveSync page click on Remove account.
6. On the warning window, click Delete or Remove Account to finish.

Intune app protection policies can be configured and implemented without device enrollment. However, for Android devices, you are still required to install the **Intune Company Portal** app on the device for app protection policies to be enforced.

1. Open the **Google Play Store**. If you have not done so. Search for and download the **Microsoft Authenticator** app. Follow the instructions [here](#) to download and set it up.
2. Open the **Google Play Store**. Search for and download the **Intune Company Portal** app.
3. If you haven't already, install the **Outlook for Android** app from the Google Play Store or [click here](#) to enter your phone number and receive a download link.
4. Open the Outlook for Android app.
5. Tap **Get Started**.

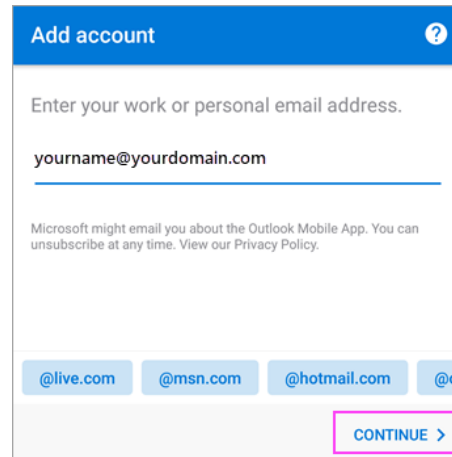


6. Enter your company email address, then tap **Continue**.

7. If prompted, enter your email account password, then tap **Sign In**

8. Follow prompts to authenticate yourself Microsoft Authenticator

9. HHS requires you to Register your device you can proceed. By registering, you are verifying your identity so the device can be validated by your organization. When prompted to register your device, tap **Register**.



with

before

10. If prompted to add another account, tap **Maybe Later**.

11. Tap **Skip** or swipe through the feature screens.

12. The message, *HHS (Hamilton Health Sciences) is now protecting its data in this app. You need to restart the app to continue*, appears. Tap **OK**.

13. Restart Outlook for Android and set up a Personal Identification Number (PIN) if prompted. The pin must be a minimum of six digits. You can also set up/use facial recognition as a security measure.