

How to Download and Sign In to Outlook on Android



Step 1: Open the Google Play Store.

On your Android phone, open the camera app and scan the QR

Code or tap the **Play Store** app.

You will see a white screen with a search bar at the top that says “Search apps & games”.

Step 2: Search for Outlook

1. Tap the search bar at the top.
2. Type **Microsoft Outlook**.
3. Press Search on your keyboard.

Picture reference:

The search results will show the Outlook app with a blue icon containing a white envelope and the letter “O”.

Step 3: Install the App

1. Tap **Microsoft Outlook**.
2. Tap the green **Install** button.
3. Wait for it to download and install.

You will see a progress circle while it downloads. When finished, the button will change to **Open**.

Step 4: Open Outlook

Find the **Outlook** icon on your home screen and tap it.

The Outlook icon is blue with a white envelope and a white “O”.

Step 5: Start Sign In

When the app opens:

1. Tap **Add Account** (if prompted). Click Work or School account.
2. Enter your email address. ManagerXXX@petermark.ie
3. Tap **Continue**.

Step 6: Enter Your Password

1. Type your email password.
2. Tap **Sign In**.

Step 7: Grant Permissions

Outlook may ask for permission to:

- Access contacts
- Access calendar
- Send notifications

Tap **Allow** for each one.

Step 8: Setup Complete

You are now signed in.

Your inbox will appear and start syncing automatically.

Picture reference:

You will see your email list with messages displayed in a vertical list.