1. Open the **Google Play Store** on your Android device and search for **Outlook 365**. Verify that “Microsoft Corporation” is the publisher and then tap the **Install** button.

2. Once the app is installed, tap the **Open** button to open the **Outlook** app.
3. After the Outlook app opens, tap the “Get Started” button to begin.

4. Enter your CUNYfirst credentials.
   - firstname.lastname##@login.cuny.edu

5. Tap Continue.
6. You will then be re-directed to the **CUNY Web Applications Login** page. Enter your CUNYfirst credentials and then tap **Login**.

7. It may take several seconds to verify your login credentials.
8. The next screen will ask if you wish to add another account. You can skip this by tapping the **Maybe Later** button in the lower left-hand corner of the screen.

9. The next screen is a small tutorial on some of the features. If you would like to pass the tutorial, you can tap the **Skip** button in the lower left-hand corner.
10. Setup is complete! Be advised, depending on your network connection, it can take several minutes for your mailbox folders to populate.