Email: Configure the Outlook App on Android Devices

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Users that already had Exchange set up on their devices will need to remove and re-add their University Exchange account. If you are setting up your configuring the Outlook App for Office 365 for the first time, skip to Configure a New Account below.

NOTE: There are many versions of Android devices, so the images below may be slightly different on your Android device.

Delete an Existing Account

1. Launch the Outlook app.

2. Tap the Settings gear icon.

3. Tap your Exchange account, which is typically displayed as your email address.

4. Tap DELETE ACCOUNT.

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5. Tap **DELETE**.

**Configure a New Account**

1. Launch the *Outlook* app.

2. Tap **Get Started**.

3. Type your University email address in the *Email Address* field.

4. Tap **CONTINUE**.

   Email Address

   

   

   CONTINUE

5. Type your University username in the *UWEC Username* field.

6. Type your University password in the *UWEC Password* field.

7. Tap **Sign in**.

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* UW-Eau Claire
* Login Service

Log in with your UWEC credentials to access services like Office 365

UWEC Username

UWEC Password

Sign in

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8. Tap **Maybe Later**.

9. Tap **Skip**.