

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.

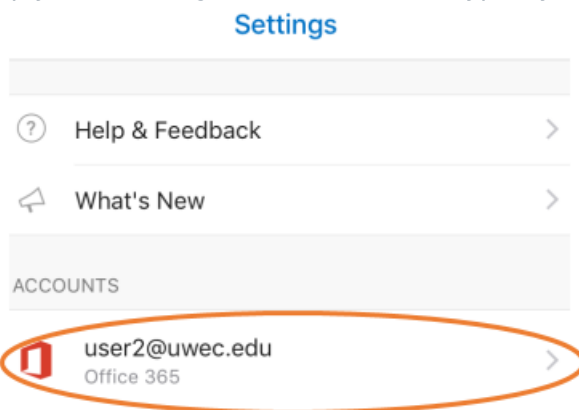
NOTE: There are many versions of Android devices, so the images below may be slightly different on your Android device.

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**.
5. Tap **DELETE**.

Configure a New Account

1. Launch the *Outlook* app.

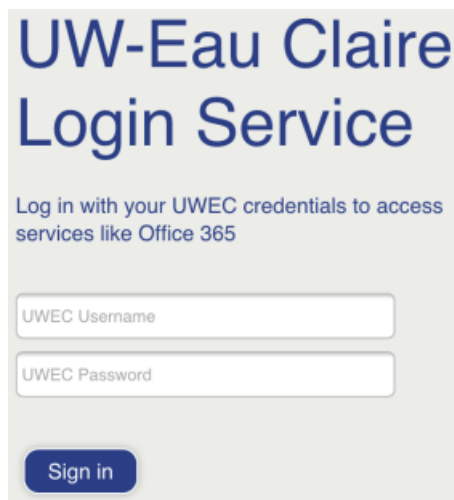


2. Tap **Get Started**.
3. Type your University email address in the *Email Address* field.

4. Tap **CONTINUE**.
Email Address



5. Type your University username in the *UWEC Username* field.
6. Type your University password in the *UWEC Password* field.
7. Tap **Sign in**.



8. Tap **Maybe Later**.
9. Tap **Skip**.

