

# How to Set up Outlook on an Android Device

Note: If you already have the Outlook app installed on your mobile device for UC Davis Health mail, you may skip these instructions.

## Introduction

Open **Outlook**. The icon looks like this:

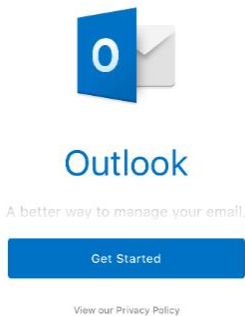


If you do not have it yet, [download it from the Google Play Store](#).

**NOTE:** Available for Android 4.1 devices or higher.

## Step 1

Open the Outlook app – Click Get Started



## Step 2

At the UC Davis ADFS Screen, enter your UC Davis email address and Kerberos passphrase.



Sign in with your organizational account

[Sign in](#)

To Sign-in please use username@ucdavis.edu

[Need help?](#)

## Step 3

On the Activate Device Administrator screen, tap Activate



Activate device administrator

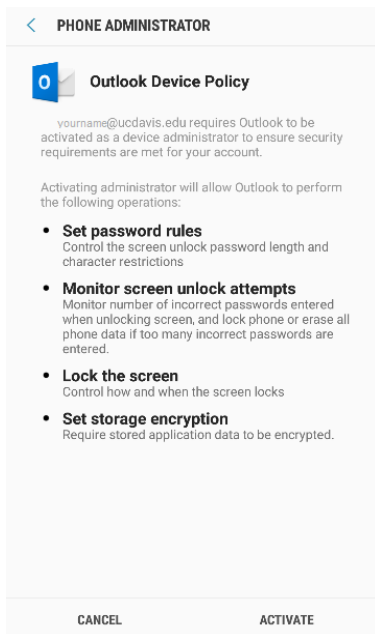
yourname@ucdavis.edu requires Outlook to be activated as a device administrator to ensure security requirements are met for your account.

ACTIVATE

REMOVE ACCOUNT

## Step 4

On the Outlook Device Policy screen, tap Activate



## Step 5

On the Set Device Encryption screen, tap Enable Encryption



### Set device encryption

Device encryption is required by your organization before adding your account to Outlook. Enabling encryption might take a few moments, please make sure that your phone has enough battery.

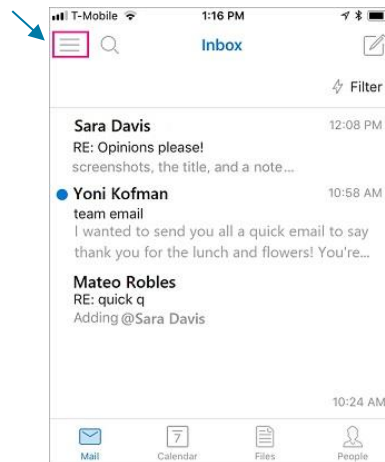
**ENABLE ENCRYPTION**


ADD ACCOUNT LATER

When the Encryption process is complete, you will see your Inbox. You are all set!

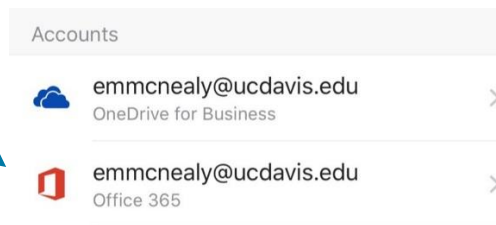
By default, the Outlook app **DOES NOT** synchronize your Outlook contacts to your devices. To enable synchronization of your Outlook contacts so they copy to your device, follow these steps:

1. Click the menu button at the top of your Outlook screen.

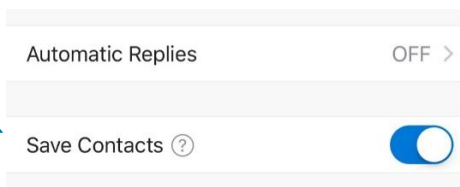


2. Choose the  icon.


3. Choose your Office 365 Account



4. Use the **Save Contacts** slider to turn Sync Contacts on.



Focused Inbox is enabled by default. If you would like to turn it off, please follow these instructions –

1. Click the menu button at the top of your outlook screen.
2. Choose  .
3. Use the **Focused Inbox** slider to turn Focused Inbox off.

