

Add Profile in Mobile App- Android

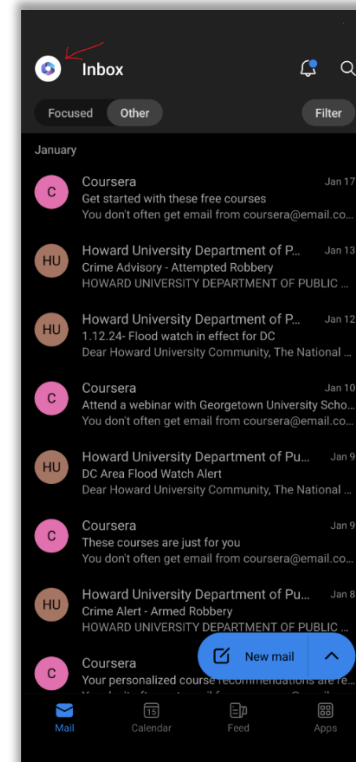
This provides step-by-step instructions for Android users to add their profile in the Outlook mobile app.

ADD ACCOUNT INSIDE OUTLOOK APP

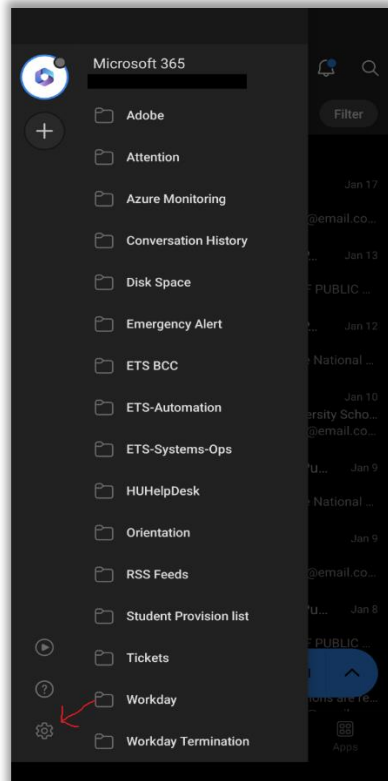
If you were previously logged in to the Outlook app using your Gmail account, you will have to add an additional account inside the Outlook app to access your Outlook emails. Some users may be directed to a Google sign-in page near the end of the process. Therefore, we have created two sections, one for users who are not directed to the Google sign-in page, and one for users who are directed to the Google sign-in page. Please follow the appropriate section based on your experience.

USERS WHO ARE NOT DIRECTED TO GOOGLE SIGN-IN PAGE

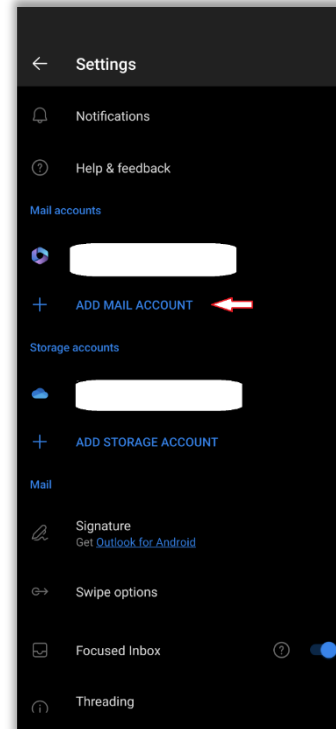
1. Select the **Microsoft 365 icon** in the top left corner.



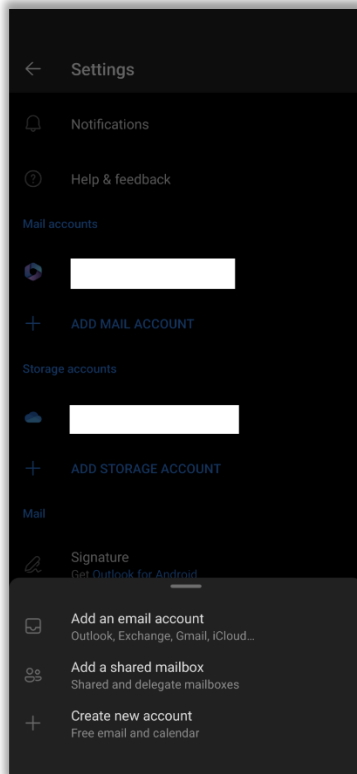
2. Select the **Settings** icon.



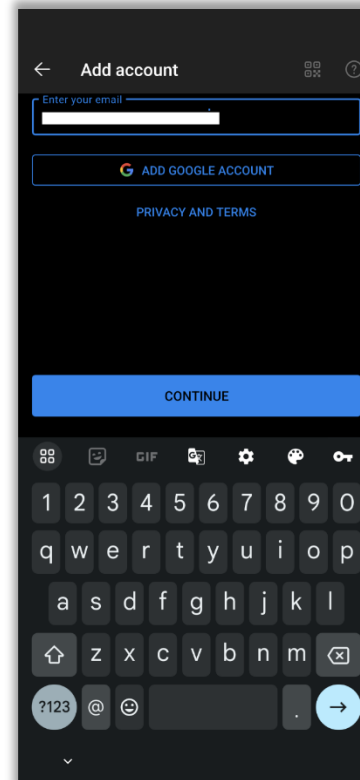
3. Under **Mail Accounts**, select **Add Mail Account**.



4. Select **Add an email account**.



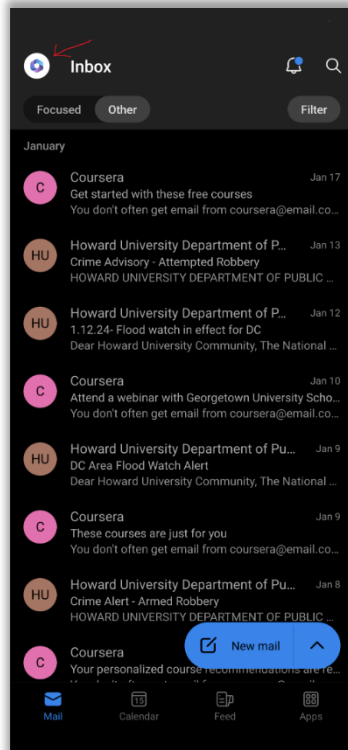
5. Enter your Bison.Howard.edu email address in the **Enter your email** field. Select **Continue**.



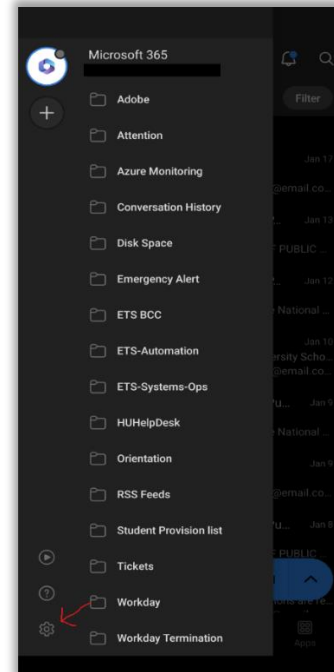
6. You now have access to your Outlook account! You may see double of the same emails stemming from your old Gmail account and your Outlook account. If you choose to remove your old Gmail Account, please refer to the **Removing your Previous Gmail Account (Optional/Not Required)** section.

USERS WHO ARE DIRECTED TO THE GOOGLE SIGN-IN PAGE

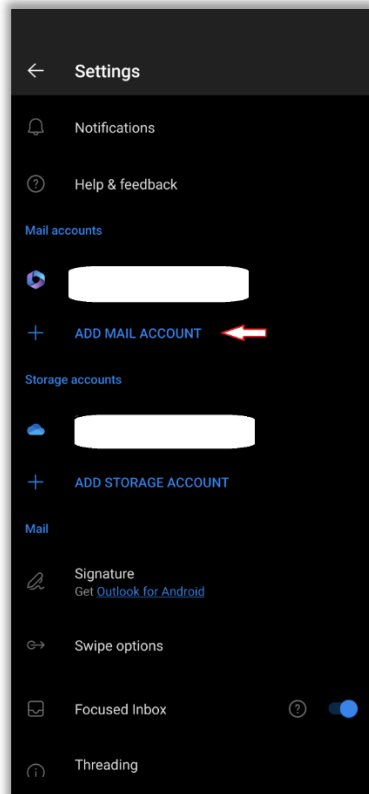
1. Select the **Microsoft 365** icon in the top left corner.



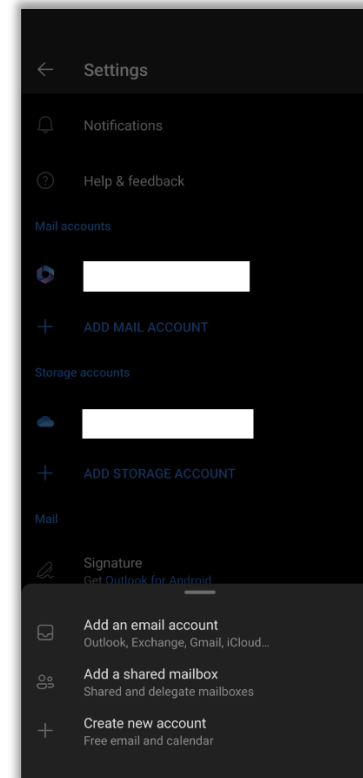
2. Select the **Settings** icon.



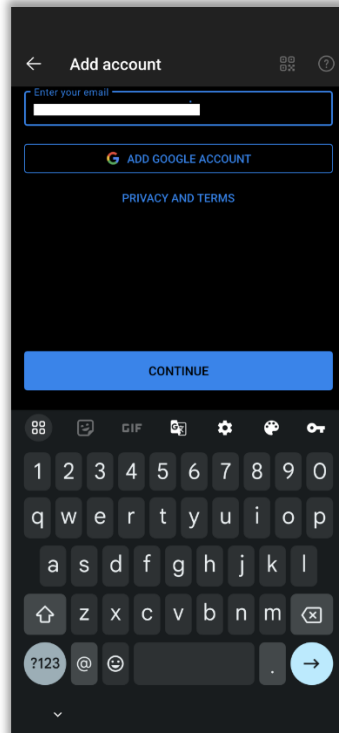
3. Under **Mail Accounts**, select **Add Mail Account**.



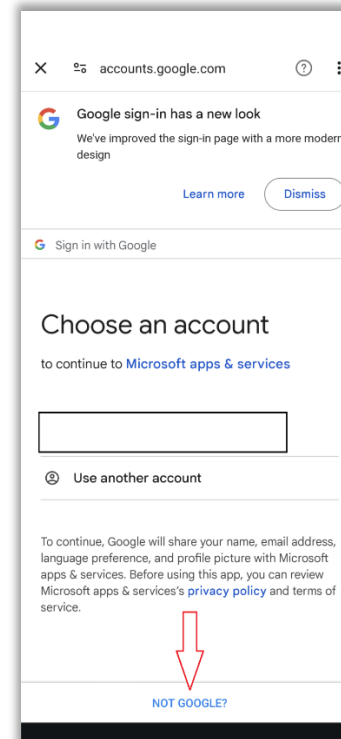
4. Select **Add an email account**.



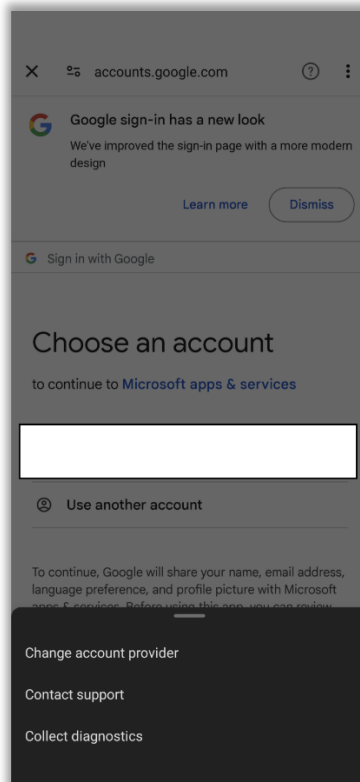
5. Enter your Bison.Howard.edu email address in the **Enter your email** field. Select **Continue**.



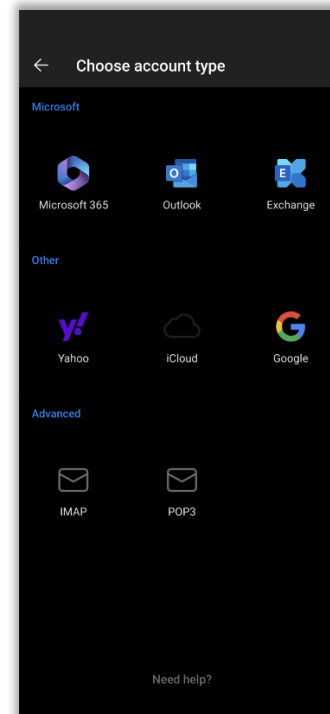
6. The Google account log-in page appears. Select **Not Google** at the bottom of the screen.



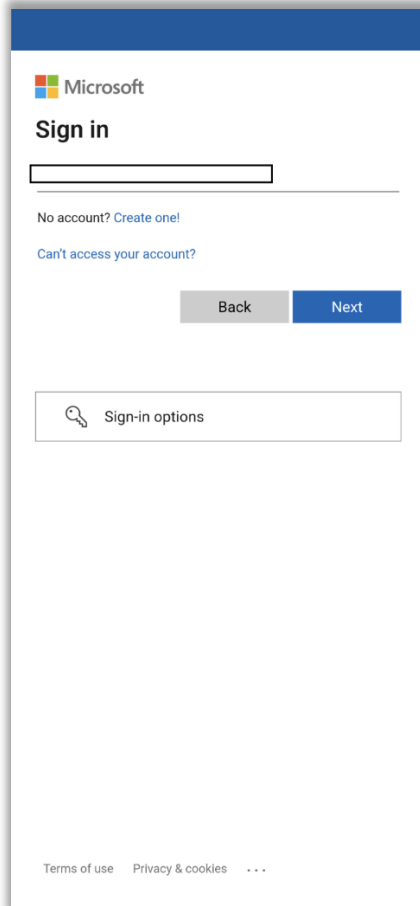
7. From the prompts, select **Change account provider**.



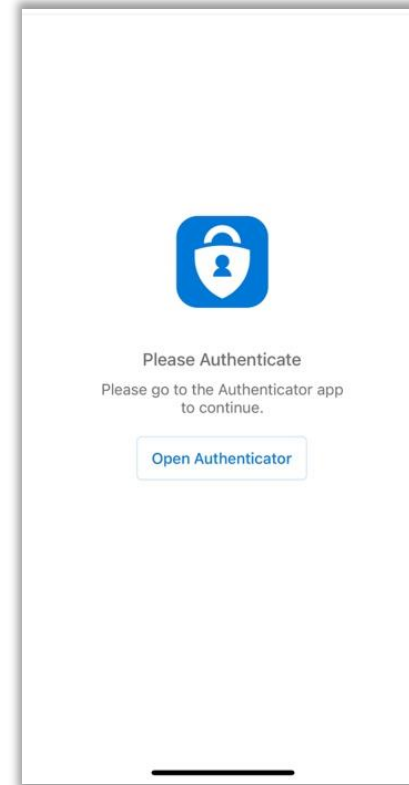
8. Select **Microsoft 365** and follow the prompts.



9. Sign in with your bison.howard.edu account.



10. You should be prompted to open your Authenticator app. Select **Open Authenticator**. Follow the prompts to be redirected to your Outlook inbox.



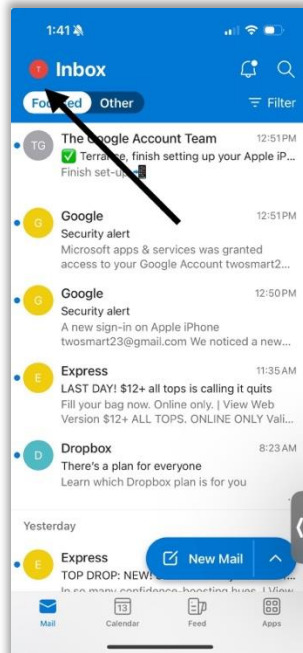
11. You now have access to your Outlook account! You may see double of the same emails stemming from your old Gmail account and your Outlook account. If you choose to remove your old Gmail Account, please refer to the **Removing your Previous Gmail Account (Optional/Not Required)** section.

ISOLATING YOUR OUTLOOK ACCOUNT FROM YOUR GMAIL ACCOUNT

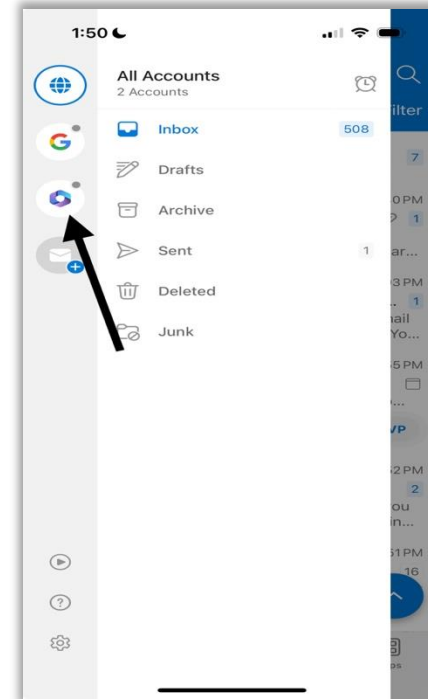
Follow the instructions to only see emails from your Outlook account.

From your Outlook account:

1. Select your initials in the top-left corner.



2. Select the **Outlook icon**.



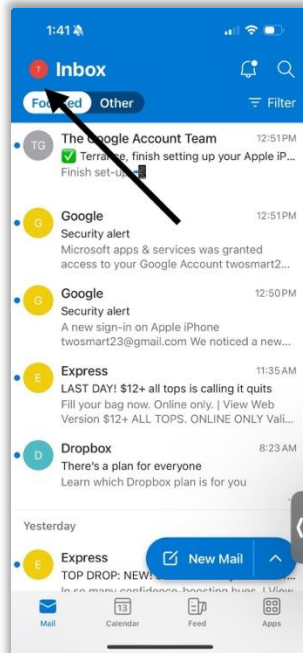
3. You should now only see emails from your Outlook account!

REMOVING YOUR PREVIOUS GMAIL ACCOUNT (OPTIONAL/NOT REQUIRED)

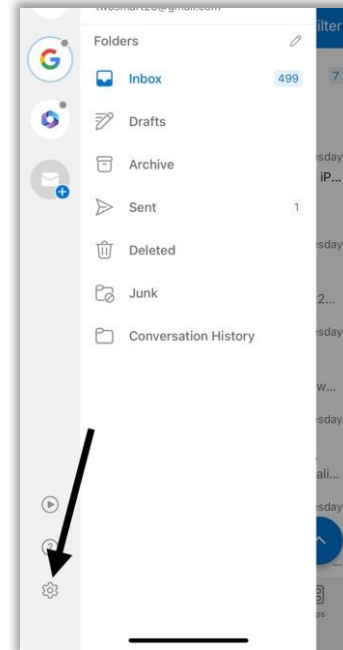
If you choose to delete your previous Gmail account, you can follow the below steps to delete the Gmail account. Please note that if you do choose to delete this account, it cannot be restored. **We recommend validating your data before you choose to remove your account.**

From your Outlook account:

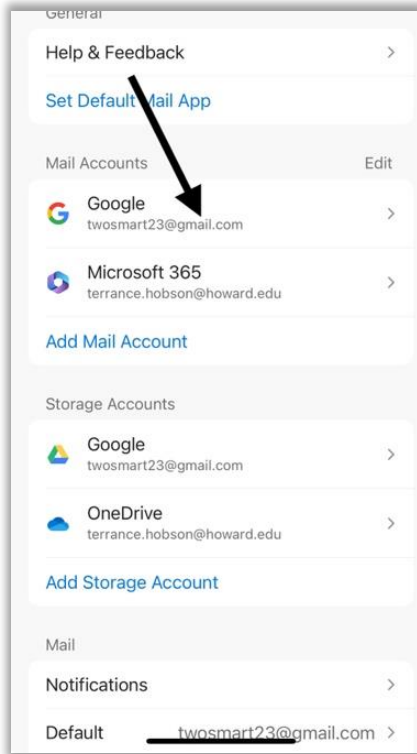
1. Select your initial in the top-left corner.



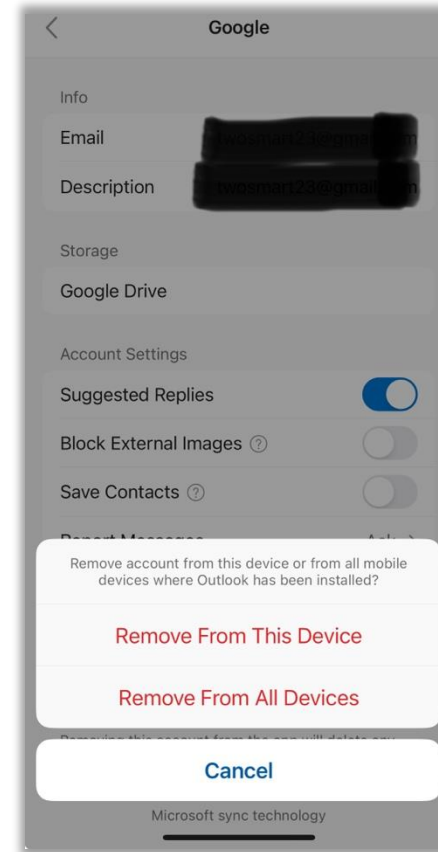
2. Select the **Settings** icon.



3. Under **Mail Accounts**, select the Gmail account.



4. Select Remove Account. You will then have the option of removing this from your current device or all other mobile devices you have this app installed on. Please choose whichever choice you like.



5. Your previous Gmail account is now removed!