1. On your mobile device, go to the Google Play Store and install the Microsoft Outlook app.

2. Open the app after it is installed.
3. Tap Get Started.
4. Enter your @ccsu.edu or @my.ccsu.edu email address and then tap Continue. NO PASSWORD IS REQUIRED AT THIS POINT.

5. Enter your password and then tap Sign in.
6. You will need to approve your multi-factor authentication to finish the sign in process.
7. Once your account has been added, you may see another screen to add another account. Tap on Skip.