

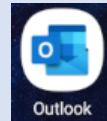
Tutorial: Setting up ENMU Email on an Android Device

This guide was prepared on a Galaxy 150 running Android 10. Other devices or OS may look different.

Then go to the following link and install the Microsoft Outlook app on your phone:

https://play.google.com/store/apps/details?id=com.microsoft.office.outlook&hl=en_US&gl=US

1. Once installed, tap on the Outlook app



2. On the next screen, tap

GET STARTED

3. Tap **ADD ACCOUNT >**

4. Sign in with your ENMU ad\ or sd\ Portal Credentials

Students will use: **sd\username**
Faculty/staff will use: **ad\username**

domain\username

Password

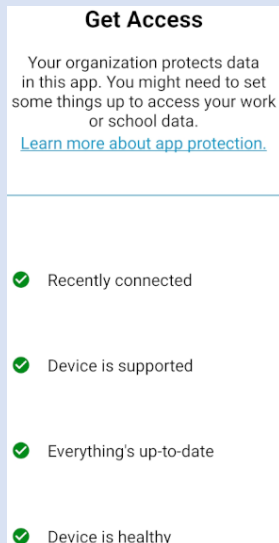
5. Tap **Sign in**




6. Follow the standard ENMU MFA procedure

7. Repeat steps 4 through 6 by pressing **ADD >** if there are additional ENMU emails you would like to add, or press **MAYBE LATER** to move on to the next phase.

8. If this is your first time using the Outlook App, it is highly encouraged that you read each of the introductory messages. You can move on to the next message by tapping **>**, or skip the messages by tapping **SKIP**

9. On the next screen if one or more of the items on the list is not a green check mark as shown below, you should contact Help Desk for assistance at Help.Desk@enmu.edu or (575) 562-4357



10. At any point you can tap on  to navigate your email's folders, add additional emails to your app by tapping , or adding storage locations such as your OneDrive by tapping 

To see additional tutorials, visit:

[ENMU ITS Work From Home Tutorials](#)

If you need any assistance or have questions, please contact the Help Desk
via Teams by clicking [Here](#)
via phone at: **575-562-4357**
via email at: Help.Desk@enmu.edu

–ENMU Portales ITS Technical Trainer