

# Outlook for Android Walkthrough

1. **Install Microsoft Outlook** from the Google Play Store as a free download



2. Press **Open** or launch the app from your Home screen

3. Press the **Get Started** button on the first screen

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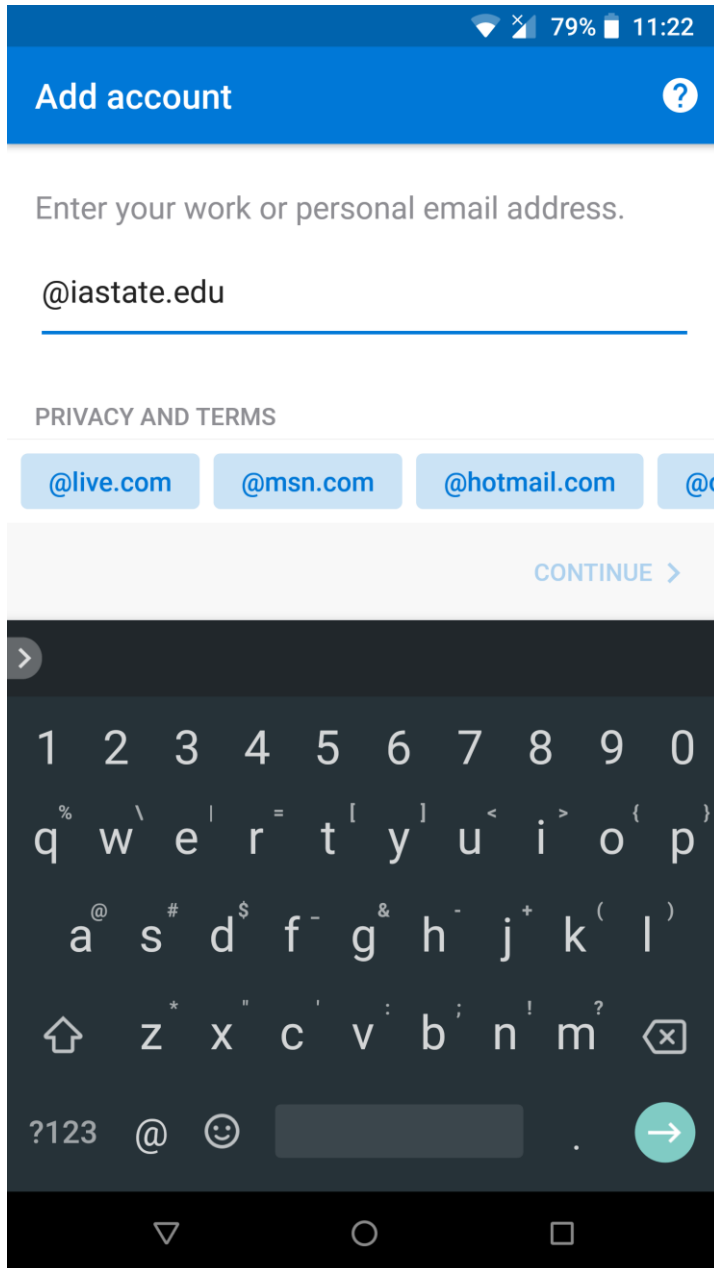
# Outlook

A better way to manage your email.

GET STARTED



4. Enter your ISU email address as the account name, then press the Enter button on your virtual keyboard



5. Be sure to have your Two Factor Authentication ready – this includes having Okta Verify (step 6) or Google Authenticator (step 7) already installed, or the ability to receive Calls or Texts (SMS)

6. For Okta Verify: Press the **Send Push** button. You can press the dropdown arrow next to the circle icon to change between configured authentication options



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Okta Verify (Nexus 6P)

Send Push

Or enter code

- Send push automatically
- Do not challenge me on this device again

[Sign Out](#)

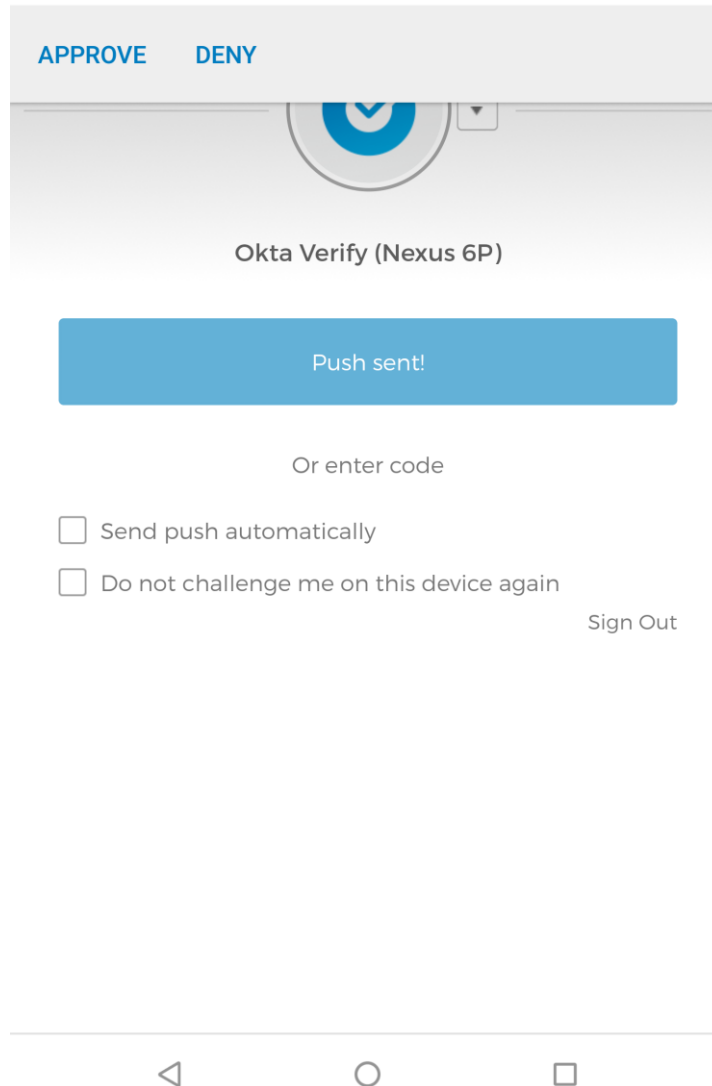


(6 cont.) Then press **Approve** on the Push Notification, or open the Okta Verify app and press the **Approve** button (Okta Verify app screenshot not available due to built-in app security)

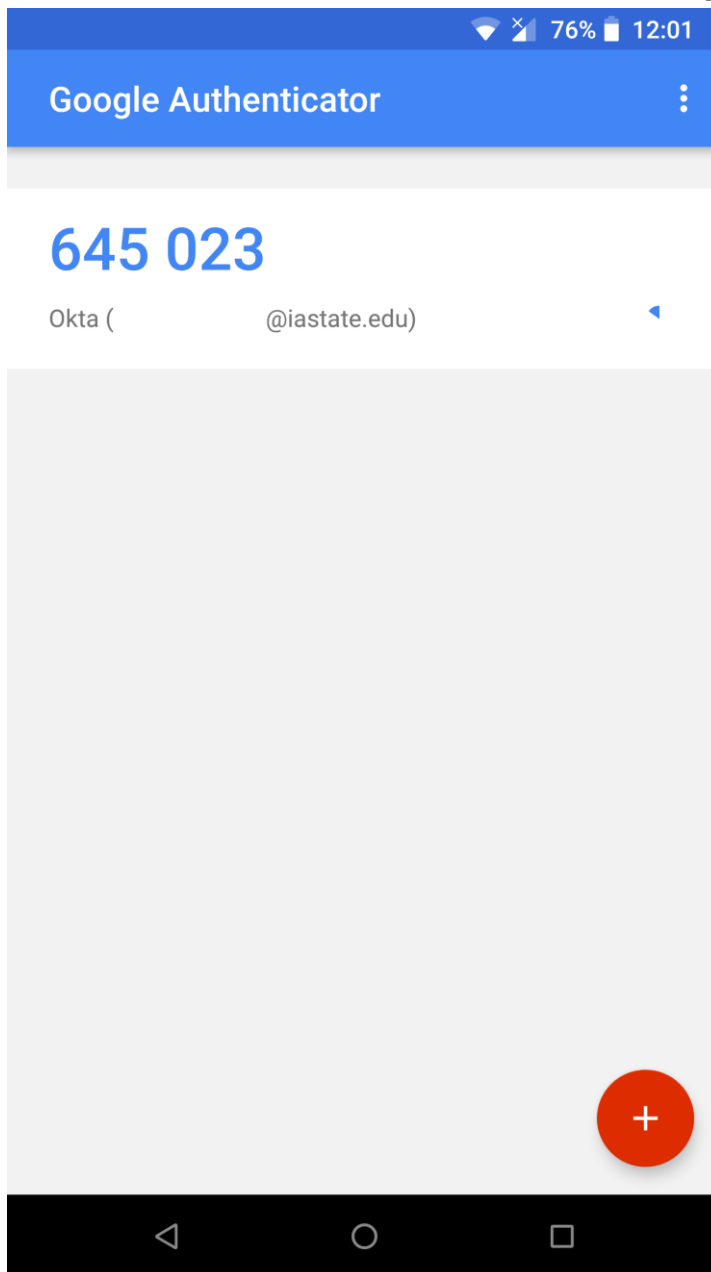
 Okta Verify • now ▾

### MFA Notification

A login attempt for your Okta account is awaiting your appr..



7. For Google Authenticator: Open the Google Authenticator app and memorize the 6-digit number—take note of the small timer at the bottom right of each code. If the clock will run out soon, wait a few seconds and then memorize the new 6-digit code.



(7 cont.) Enter the 6-digit code and press the **Verify** button

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### Google Authenticator

Enter your Google Authenticator passcode

Do not challenge me on this device again

Verify

[Sign Out](#)



8. After verification you will see a loading screen while it processes your account credentials. You may also see a Toast Notification underneath the animation when nearing completion





9. Once complete you will see the “Account added” screen. Unless you would like to add additional email accounts, go ahead and press **Skip**



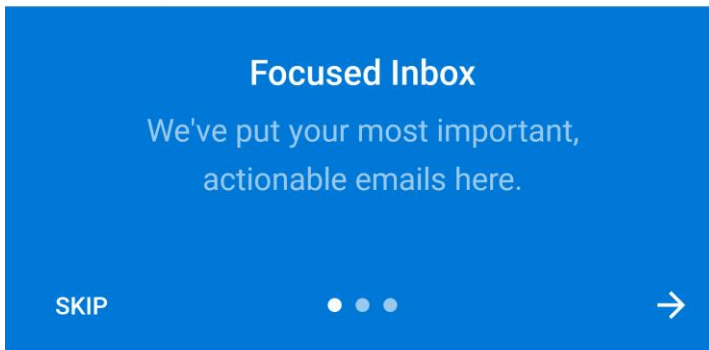
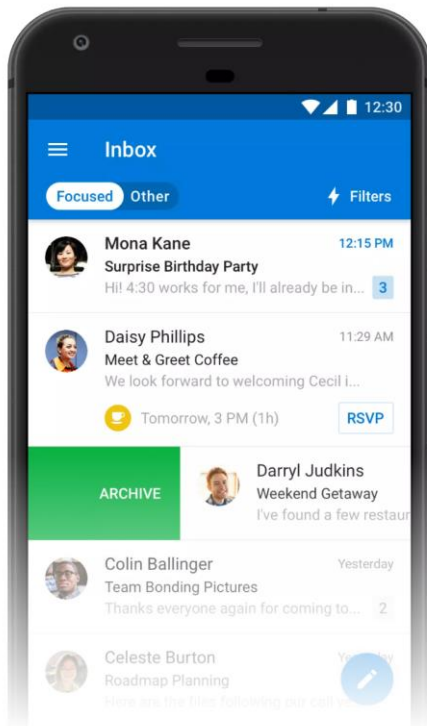
Would you like to add another account now?

SKIP

CONTINUE >



10. Next is the “Features” screen—feel free to **Skip** this as well



11. That's all! You should now see your Inbox and are ready to use Outlook for Android

