**First things first! – Prepare for first use**

**Know your login information**

These apps should not be downloaded onto shared devices.

You will need your Office 365 username and password.

**Download Outlook Android Device**

1. Go to the **Playstore** on your device



1. **Search** for MS Outlook app

1. Select to **Download** and **Open** the Outlook 365 app
2. You will be asked for your username and password.

Example: [test.test2@nhs.scot](mailto:test.test2@nhs.scot)

1. You may also be asked to authenticate your device, (see the [**Logging in and Authentication Guide**](https://app.joinblink.com/#/hub/3a2304d0-6ed9-47e8-9040-a7528a889c95)**)**

**Congratulations**, you are now setup to use **MS Outlook 365** on an android mobile device.

**Contact us**

If you have any questions, please do not hesitate to get in touch via the below options:

* Contact the IT Service Desk on 01592 648028
* Office365 login queries or other issues - email [fife.office365@nhs.scot](mailto:fife.office365@nhs.scot) or <fife.gmsfacilitators@nhs.scot>