

Exchange / Outlook App for Android

1. Open the Outlook App
2. Tap "Get Started"
3. Enter the email address (example "account.name@csupueblo.edu")
4. Tap the enter or next button on lower right
5. Before you enter the password tap the ? In the top right of the screen
6. Tap Change Account Provider
7. Tap Exchange
8. Enter mail.csupueblo.edu for the Server
Enter CSUP\username for the "Domain\Username"
Enter the password for the account.
Enter a Description for the Account example would be "Work"
9. Tap the check mark on the upper right.
10. Tap "Skip" to add another account.
11. Done