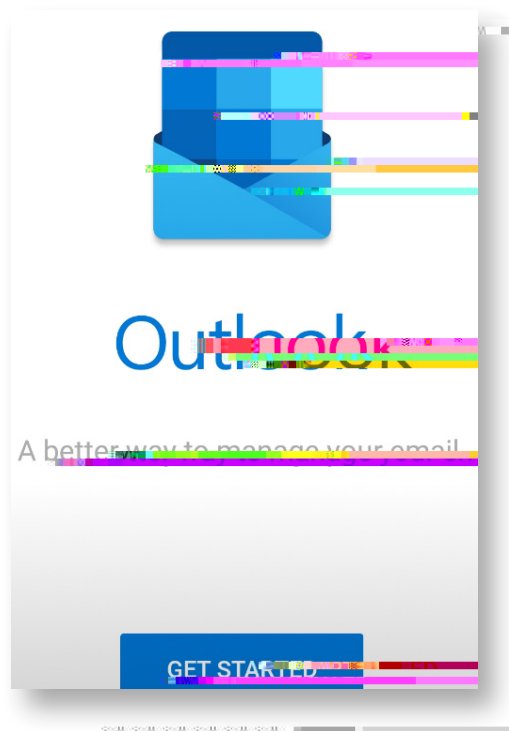
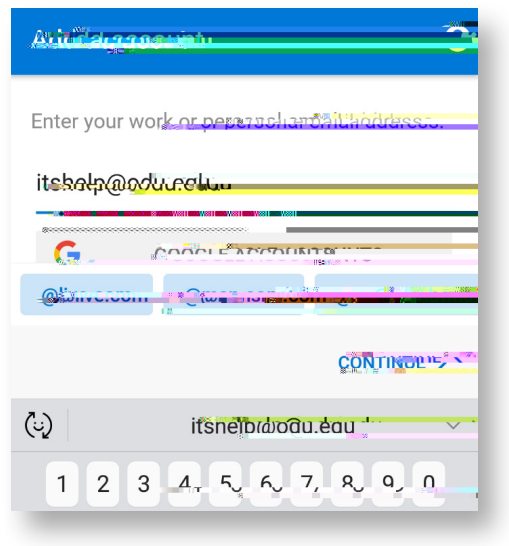


Setting Up

1. Download the free **Outlook** app from the [Google Play Store](#).
2. Open the app and tap **Get Started**.



3. If Outlook prompts you to add an account (such as your Google account), uncheck the box next to the account and tap **SKIP**.
4. At the **Add account** screen, enter your faculty/student email address and then tap **CONTINUE**.



Information Technology Services

www.odu.edu/its

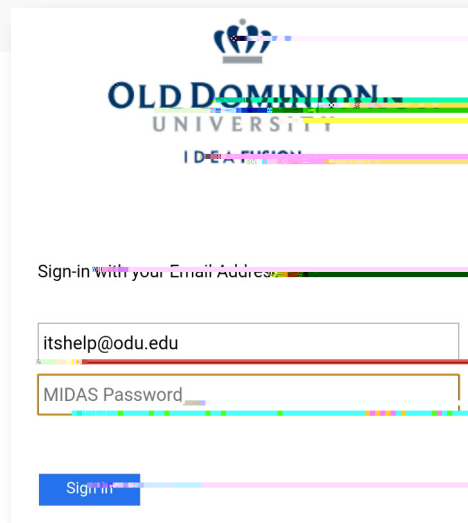
(757) 683-3192

itshelp@odu.edu

1100 Monarch Hall

[f](#) oduits [t](#) odu_its

5. Enter your MIDAS password and then tap **Sign in**.



6. You will then be prompted to complete two-factor authentication by Duo. Select either **Send me a Push Notification** or **Enter a Passcode**, whichever you prefer. **Require a Backup Code** is not needed with Outlook and should be left unchecked.
7. At the **Account** screen, tap **Sign in** when asked if you would like to add another account.

You may then be taken to a tutorial for Outlook features. If you would like to skip it, tap **Sign in**.

Disabling Focused Inbox (recommended)

- 1.