How to add CU email to Android Outlook App
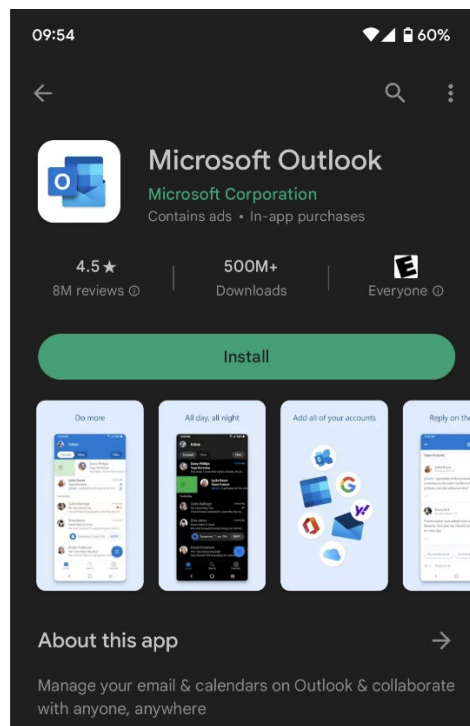
PURPOSE:
- Add the Outlook application to an Android device
- Add CU email to Android Outlook App

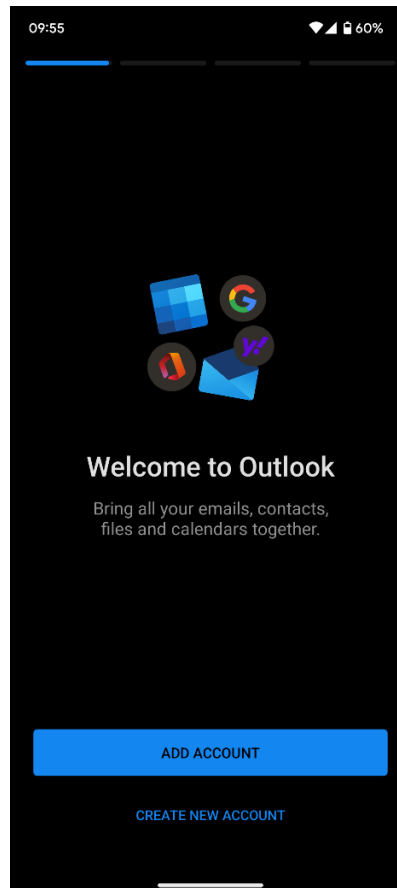|	
Navigate to the **Google Play Store** of your Android device and search for **Outlook**. **Download/install the Outlook Application**.	

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Call: (303) 860-4357
Email: help@cu.edu

Open the Outlook Application, then **tap Add Account**.

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Enter your username @ cu.edu (typically your last name and first initial; e.g.smithj@cu.edu) then **tap continue**.

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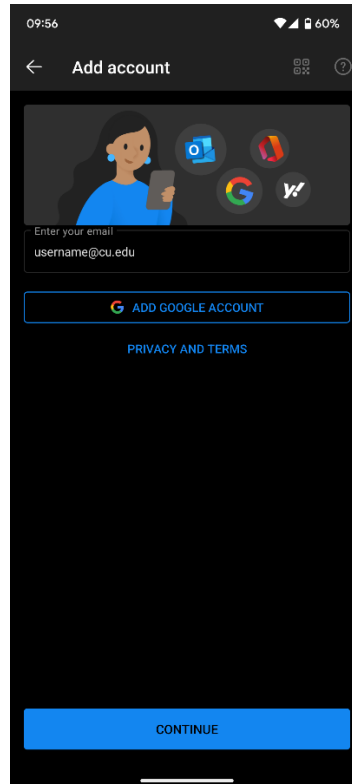
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Enter your CU System username followed by and password, then **tap Submit**.

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CU System Administration

Security Policy Agreement

You are logging into: **Office 365**

username

••••••••••••••••

Submit

This login page only accepts a CU System ID username and password.

Help with a locked account

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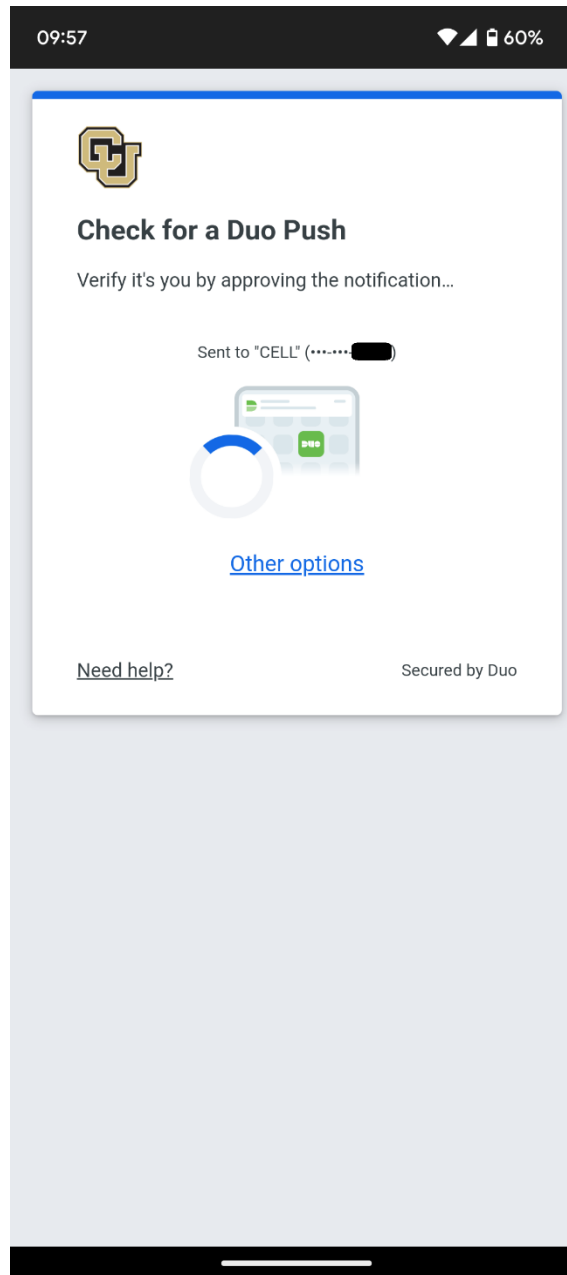
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You will be sent to Duo to verify your login.

If you have not set it up to automatically use Duo Push (as demonstrated in the screenshot) you will be asked to use either Duo Push, a phone call, or typing in the code manually from the Duo App.

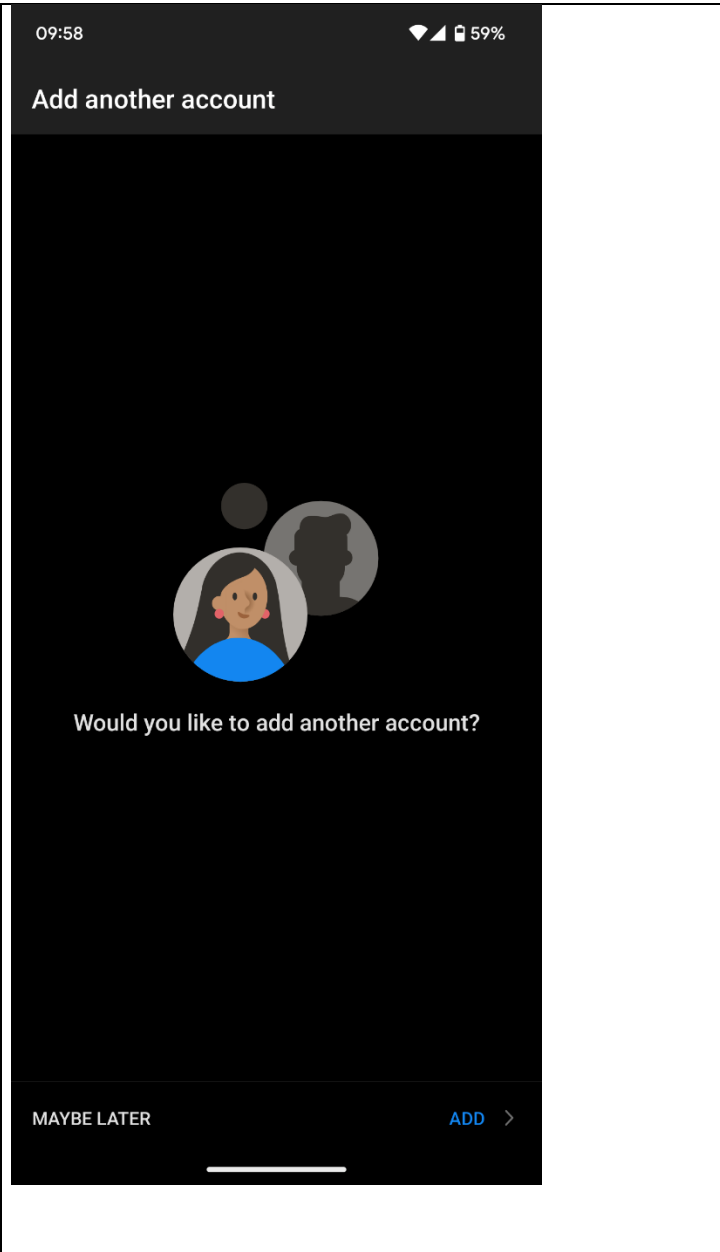If you do not have Duo set up, please contact the service desk.

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If you have another email you would like to add, you can select **Add** on the right, and use their sign in process. If not, you can tap **Maybe Later**.

You will then be taken to your mailbox.

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