Adding a new email account to your Android device to use with the Outlook app:
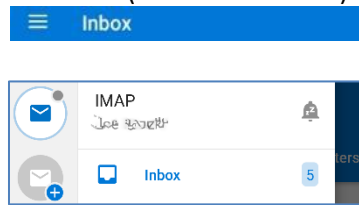
1. From your Home Screen or the appropriate folder, tap the **Outlook** icon
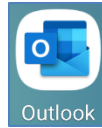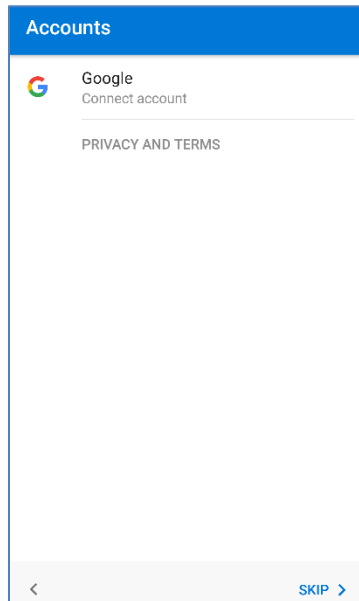

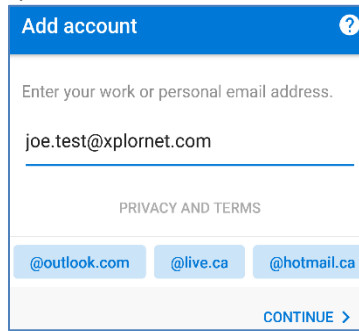2. First time using Outlook for Android? Just tap **Get Started**.
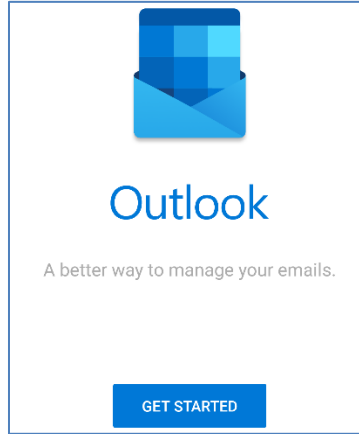
    a. If not, tap the **menu icon** the upper left corner (3 horizontal lines).

    b. Tap the **envelope with the + sign**
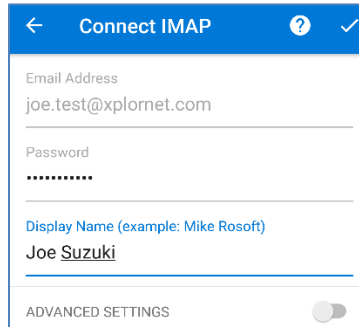

3. On the Accounts screen, tap **Skip**

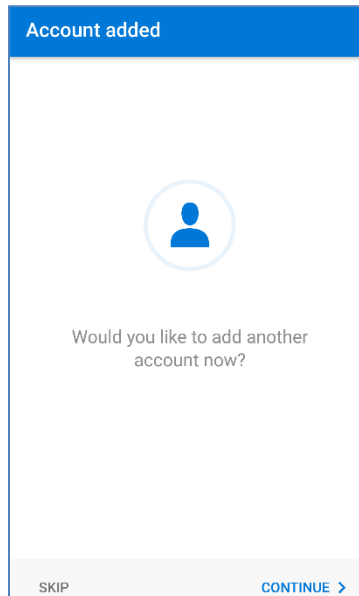4. Type your full Xplornet **email address**, then tap **Continue >**

Add account ❓

Enter your work or personal email address.

joe.test@xplornet.com

PRIVACY AND TERMS

| @outlook.com | @live.ca | @hotmail.ca |

CONTINUE ❯

5. Tap **IMAP** at the bottom (POP3 is an option but is <u>not</u> recommended)

| ✉ | IMAP |
| ✉ | POP3 |

6. Enter your email **Password** and a **Display Name** (optional), then tap the **checkmark**

← **Connect IMAP** ❓ ✓

Email Address
joe.test@xplornet.com

Password
···········

Display Name (example: Mike Rosoft)
Joe Suzuki

ADVANCED SETTINGS

7. Tap **Skip** for "Would you like to add another account now?"

Account added

👤

Would you like to add another
account now?
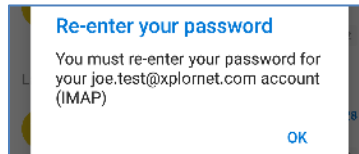
SKIP   CONTINUE ❯

Your Xplornet email account is now ready for use in Outlook on your Android device.
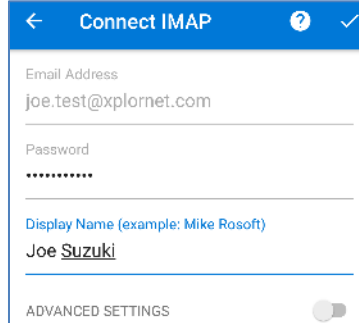
<u>**Changing your Email Password**</u>

If you **changed your email password** in <u>webmail</u> or <u>MyXplornet</u>, you will need to change it in Outlook to match the new password.

Outlook will detect a sync error when you try to send and ask you to **re-enter your password**.

1. Tap **OK**

2. Enter your email **Password** and a **Display Name** (optional), then tap the **checkmark**

Your password is now changed to match what you set it to in webmail or MyXplornet. You may have to resend the last message you were trying to send when you got the password error.