Office 365 Outlook Setup on Android

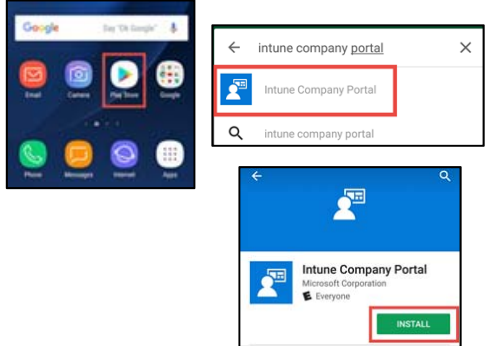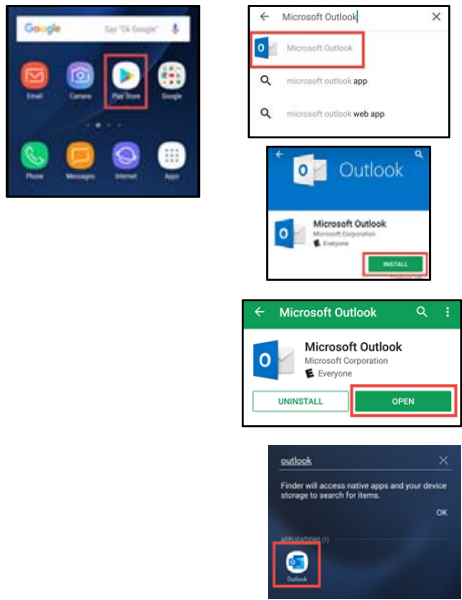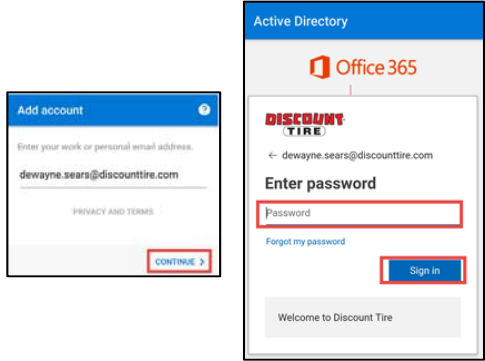|	
Description	Follow the steps in order to install Office 365 Outlook on Androids: • Install Company Portal • Install and Setup Office 365 Outlook
Guidelines	Make sure your Android device has been updated to the latest version possible. Users will be prompted to set up the Multi Factor Authentication upon first login.
Disclaimer	In order to protect Discount Tire information if an employee is terminated, leaves the company or loses their **personal** device with Discount Tire Outlook installed, Discount Tire has the right to wipe the device clean.

	Step	Action	
Install Company Portal	1	a. Open Google Play Store b. Search for and install **Intune Company Portal** c. Select **Install** d. Select **Sign In** in the Company Portal	
Install Microsoft Outlook	2	a. Open Google Play Store b. Search for **Microsoft Outlook** c. Select **Install** d. Select **Open** e. Select **Outlook** in App drawer	

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**Setup
Microsoft
Outlook**

Step	Action	
3	a. Enter Username: Discount Tire email (first.last@discounttire.com) b. Select **Continue** a. Enter password: Windows login password b. Select **Sign in**	

Contact   For help, please contact support@discounttire.com.