

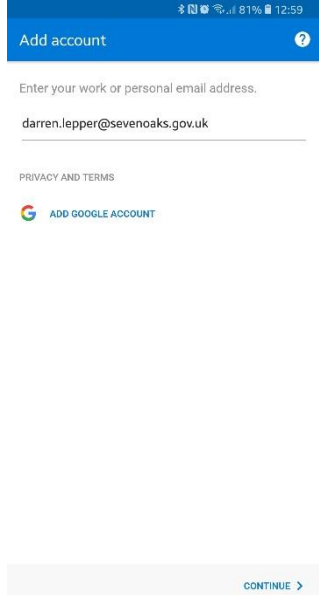
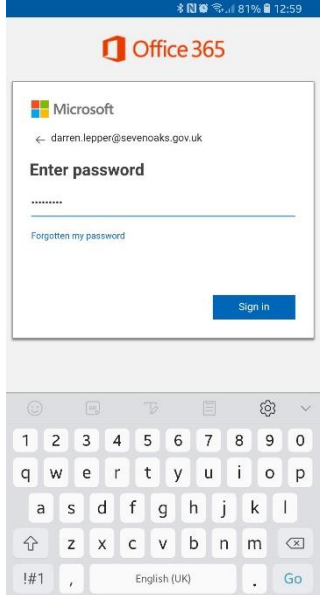


Adding your Mailbox - Android devices

You may use any default, or third party, app to retrieve your mail on your Android device, just look for compatibility with Office 365. Most apps are likely to have a step-by-step guide to adding it.

We corporately advise all users to choose the Microsoft Outlook app. So below is a guide to adding your account to your device this way. If you need assistance setting this up any other way, please contact the Service Desk.

Note: As you can see from the last image, that initially you will see that your mailbox is blocked. We have to authorise your device, so the quickest way to confirm your identity, would be to call or email the Service Desk to confirm the request is genuine.

<p>Use the Play Store to download the Microsoft Outlook app</p>	<p>Open the app and choose Get Started</p>	<p>Enter your email address (cllr.surname@sevenoaks.gov.uk)</p>	
			

<p>Choose Skip</p>	<p>Look through the guide or Skip</p>	<p>Mailbox added</p>
