C2K Email for Android devices

Please find below a guide and settings to assist in setting up email on the outlook app

Step 1

Open up the app store and search for **Outlook**. Below, as highlighted, is the icon of the **Microsoft Outlook** app to download. Click on the **GET** to start download





Once the download is about to start the app store will ask you to install. Ensure **Account email address** is correct and then click on the **blue install button**



Step 3

Once install is clicked, enter the correct **password** for the app store account (App Store/Google Play) then click on the **blue sign in button**



Step 4

Once the password is inserted correctly, the Get button will then become a **loading circle**, as shown below



Step 5

Once the app has downloaded and installed, see below, where an **open button** appears to run the app. Click on Open



Step 6

The below screen will appear once Outlook opens. Enter your **c2k email address**, like the example below and click on **Add Account**

Add Account				
Enter your work or personal email				
USERNAME123@c2ken.net				
Add Account				
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(@outlook.com) @gmail.com) @hotmail.com) @live.com) @yahoo.com) @icloud.com @outlook.co.uk @hotmail.co.uk				
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<u>Step 7</u>

Once the c2k email address is added in, outlook will give you 7 options on email provider accounts. Select **Exchange**

K Add Email Account				
Select your email provider:				
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Office	365 Outlook.	com E	xchange	
y!			Σ	
Yahoo!	Email iClou	d	Google	
IMA	P			
	Need help? Con	tact support		

Step 8

Once exchange is selected the following page appears. Select **Advanced options** and follow the setting on the next step

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	Email Address		Use Advanced Settings	
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<u>Step 9</u>

Once **advanced setting** is turned on, see below, fill in the setting as follows, with <u>your own details</u>. Once finished click on **Sign in**

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		E 🔀 Exchange		
	Email Address	Server authork office 365 com		
	Password	Bassiens designed	Sign In	4
	Déscription School Email	Username USERNAME123		
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<u>Step 10</u>

When the settings are inserted and sign in is clicked the following page appears. Click on **Maybe** later

Add Anoth	er Account	
Would you like to ac	d another account?	
Maybe Later	Add	

<u>Step 11</u>

After the details are all filled in and correct, your email will appear as below. Your **preview** is on the left and the **email message** is on the main screen

