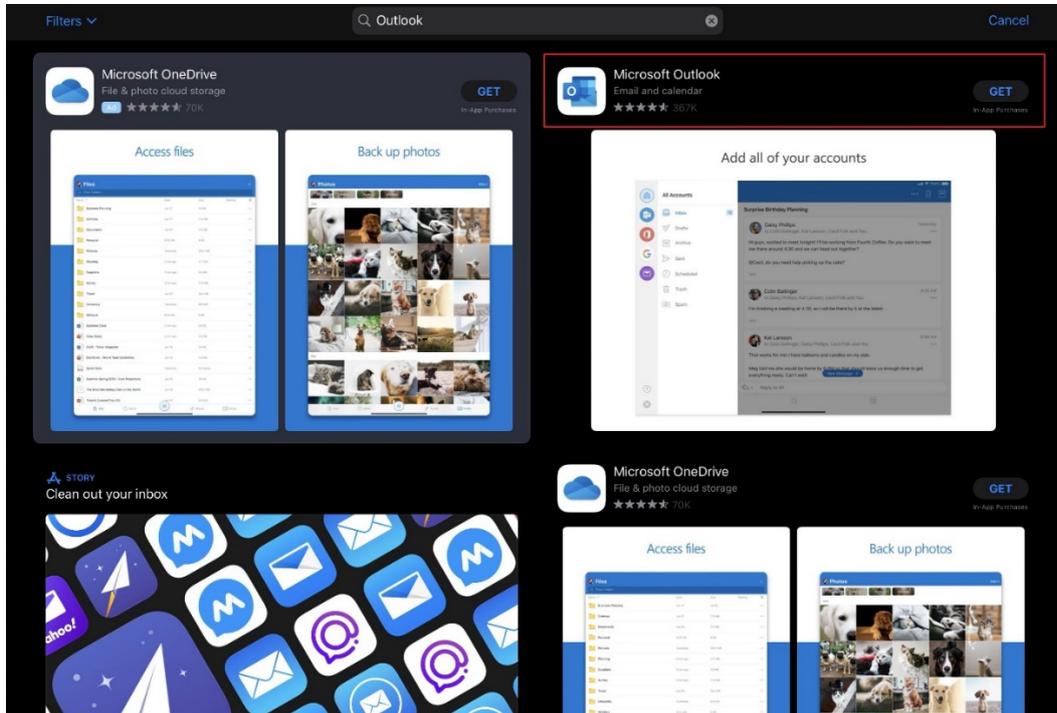


# C2K Email for Android devices

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

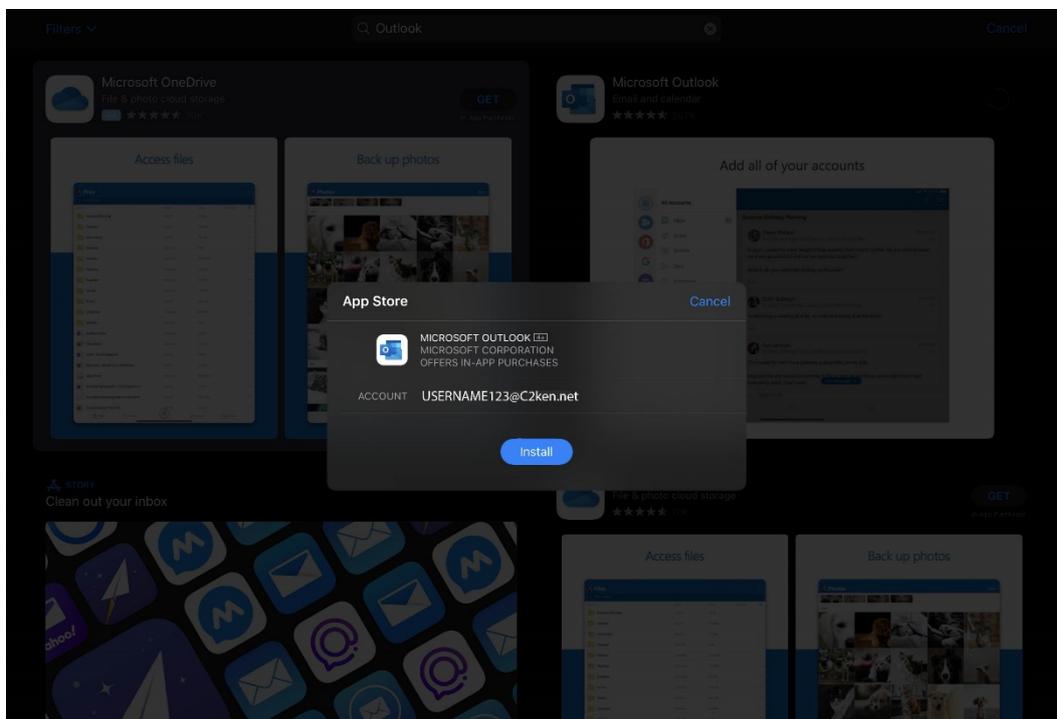
## Step 1

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



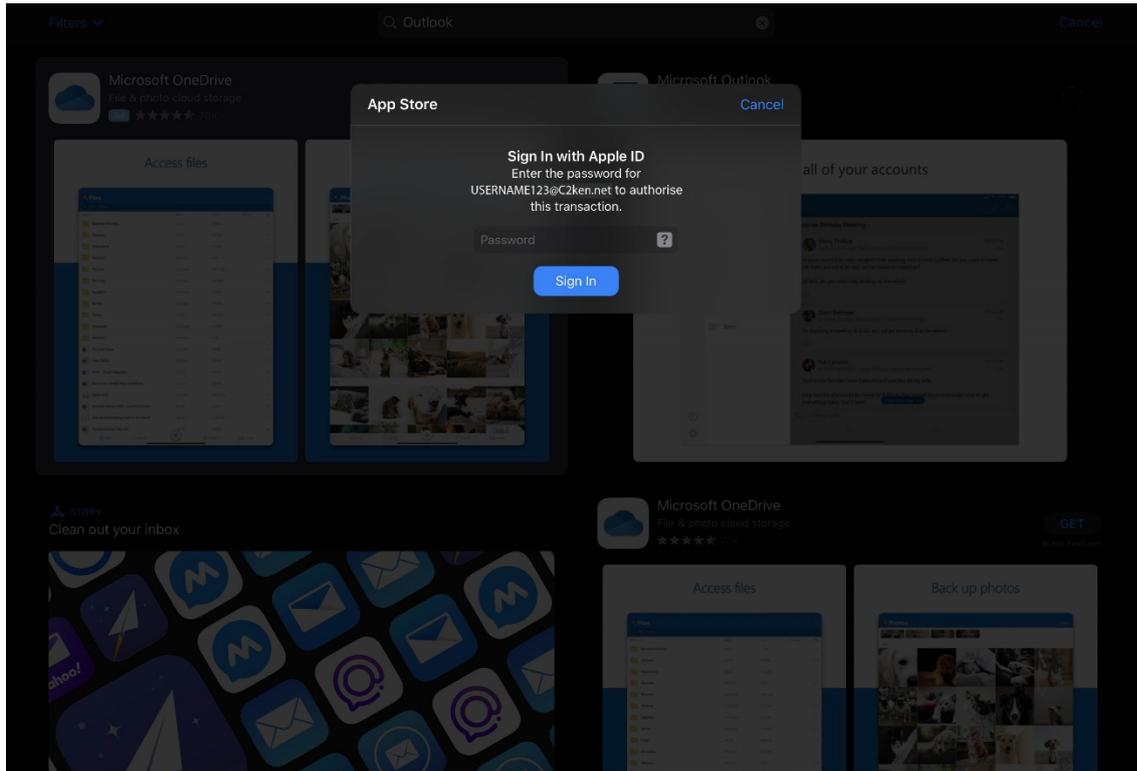
## Step 2

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**



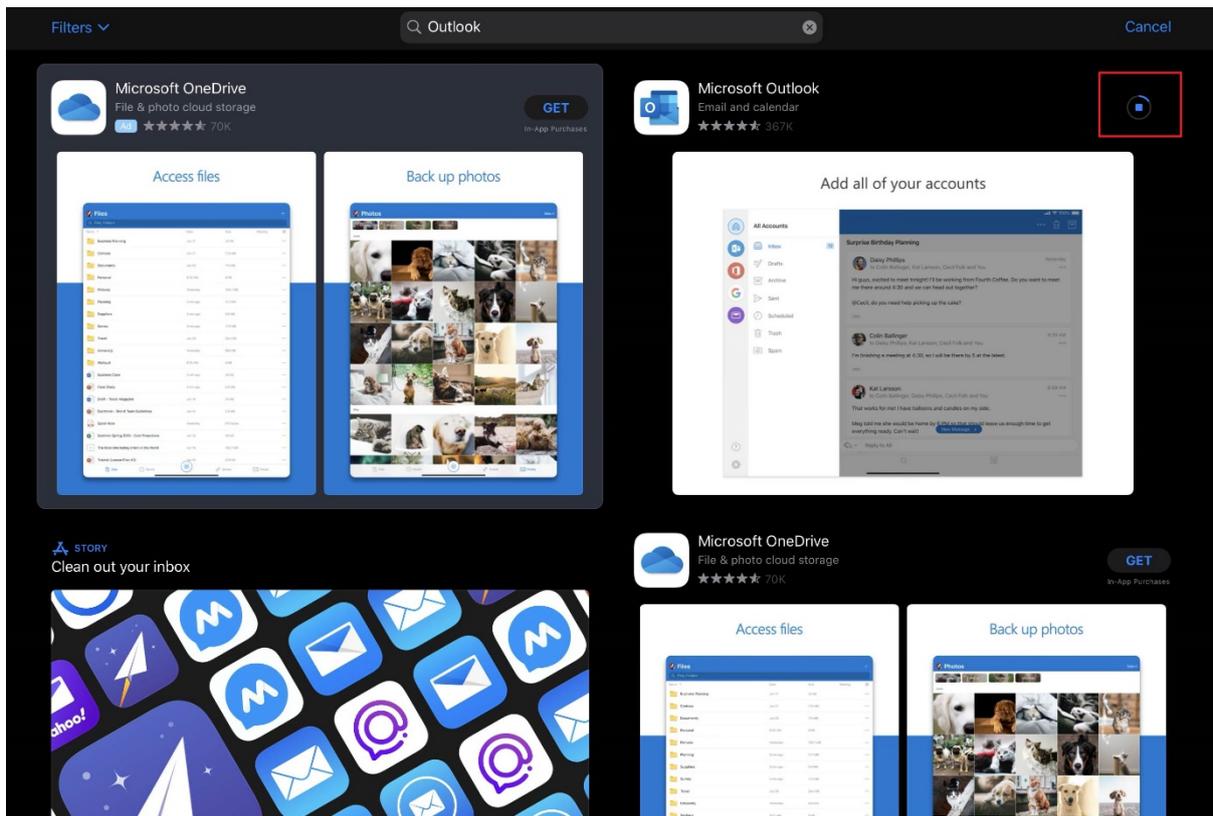
### Step 3

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**



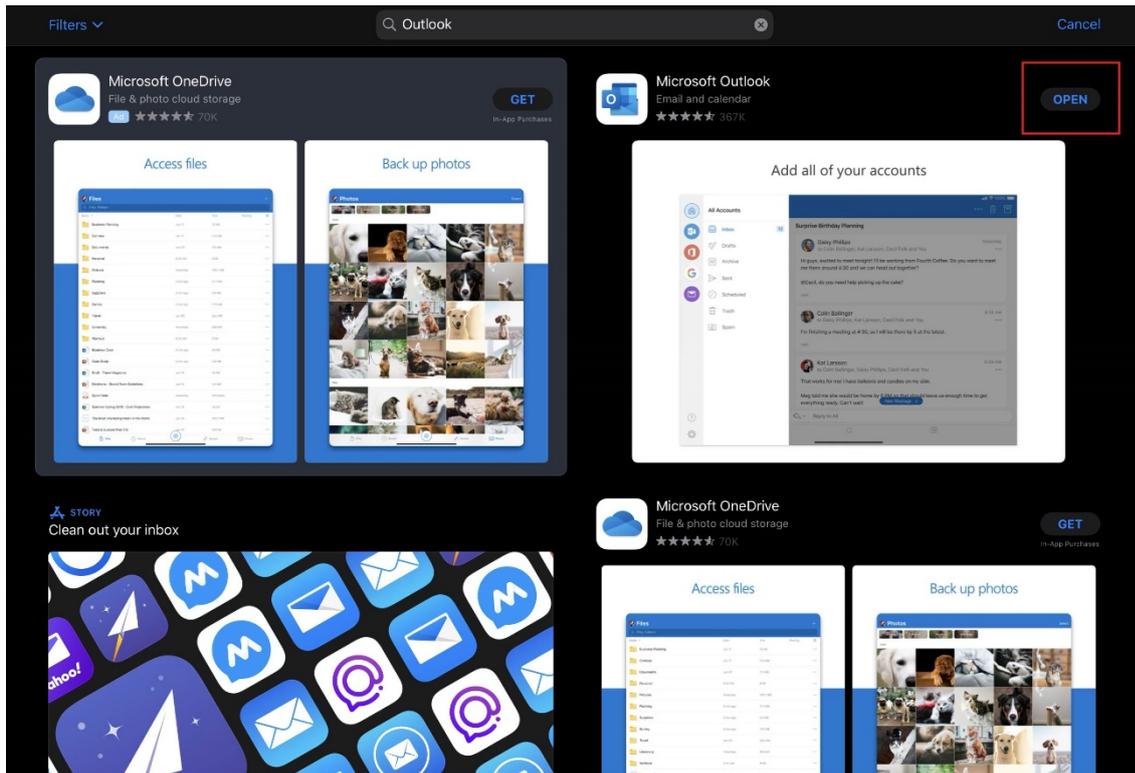
### Step 4

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



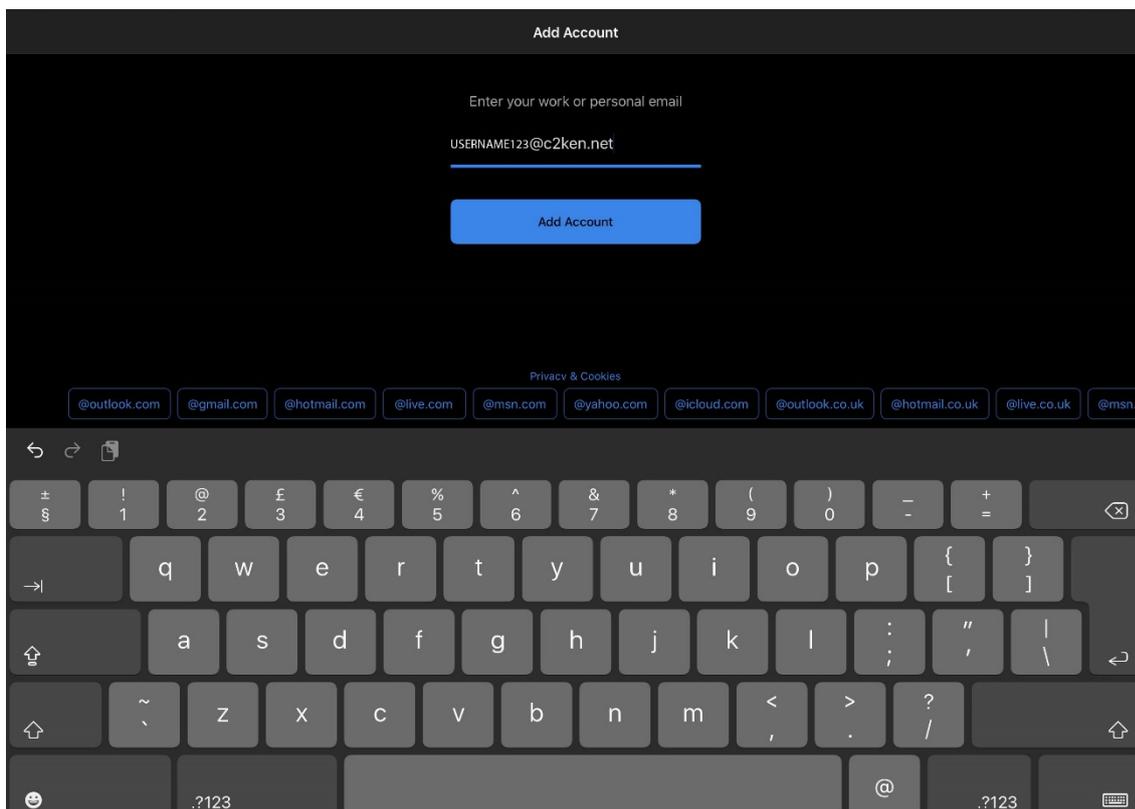
## Step 5

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



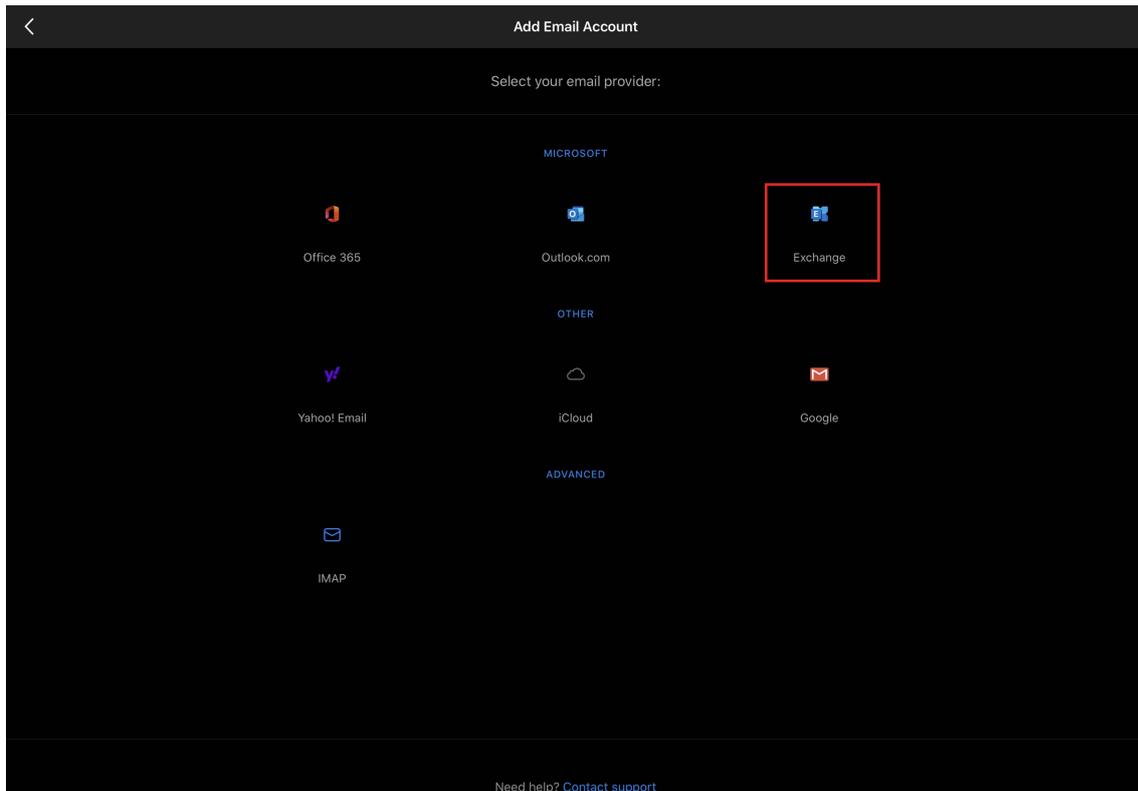
## Step 6

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



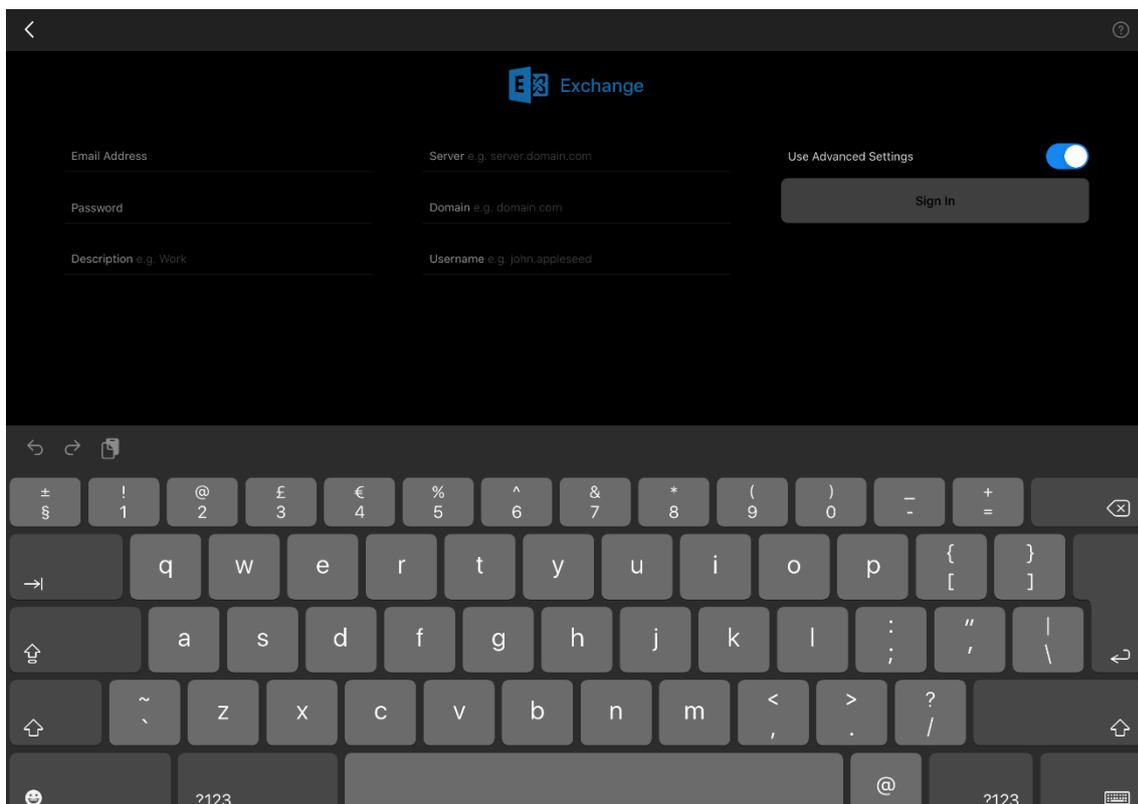
## Step 7

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



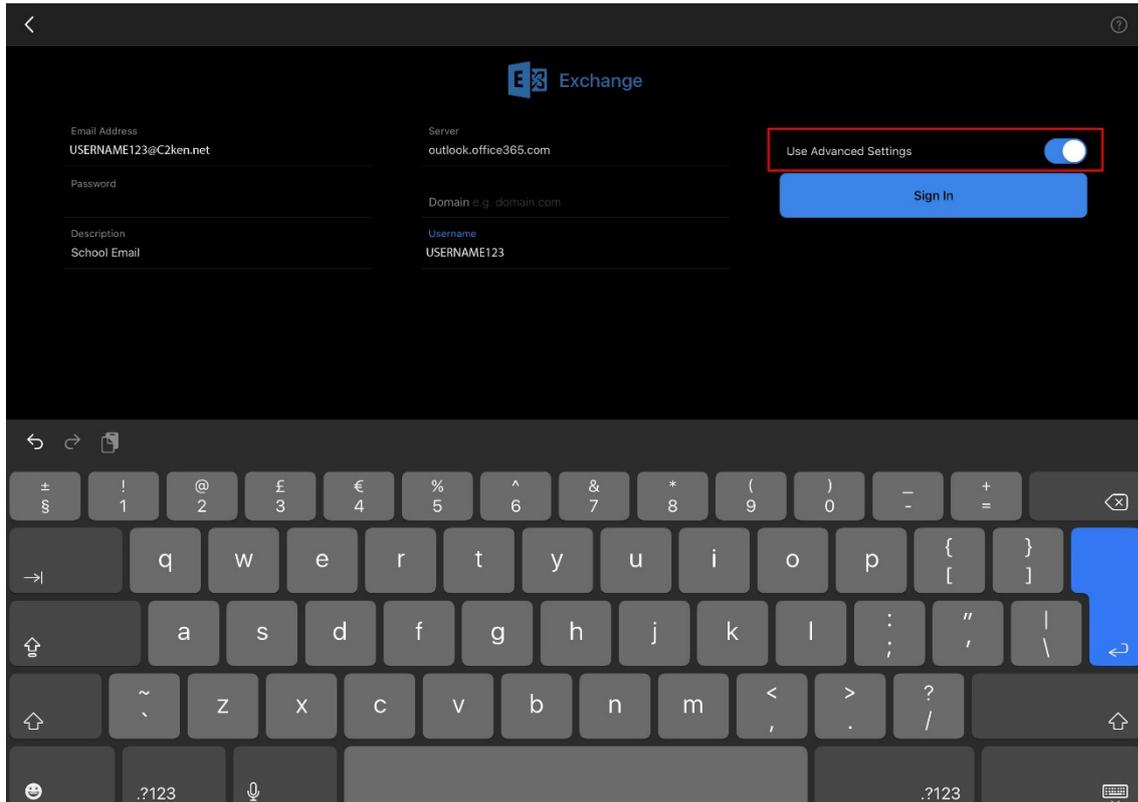
## Step 8

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



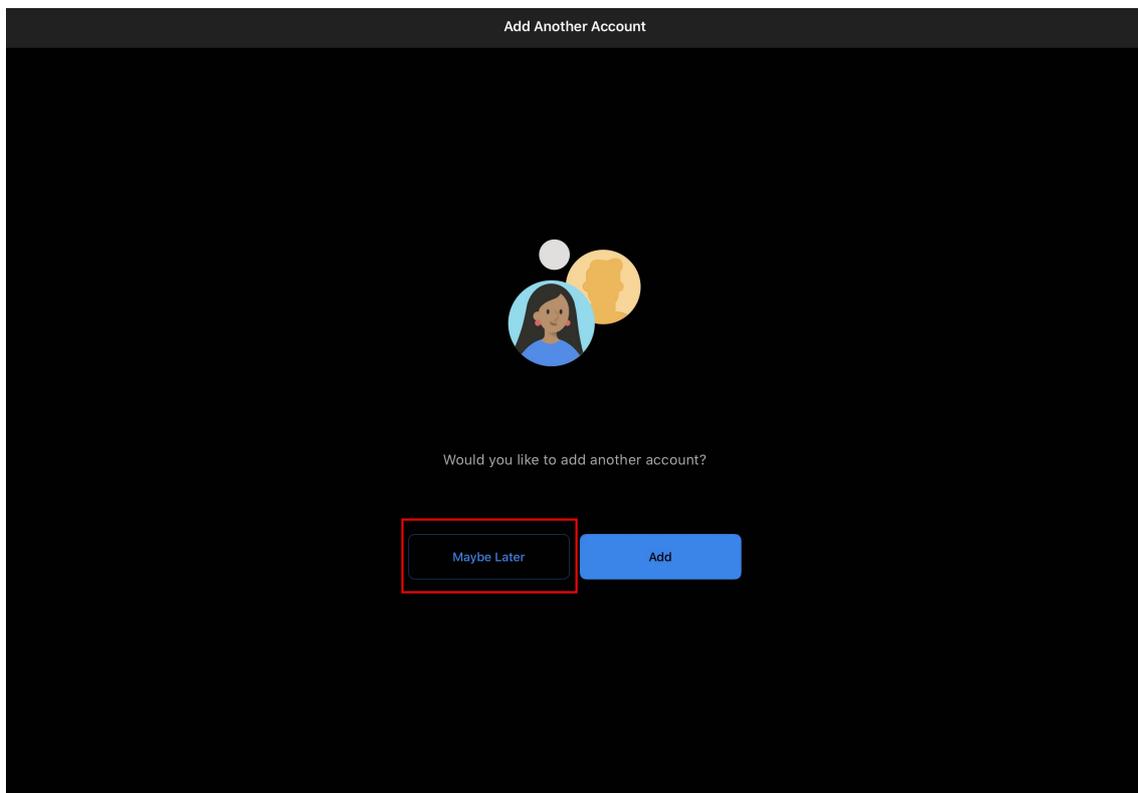
### Step 9

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



### Step 10

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



## Step 11

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

