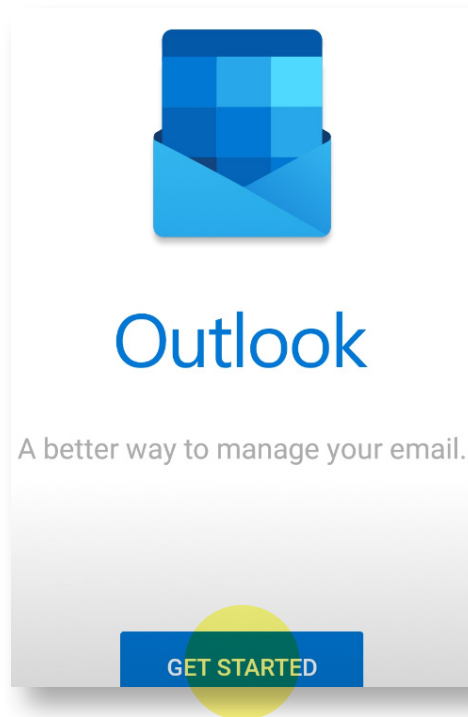
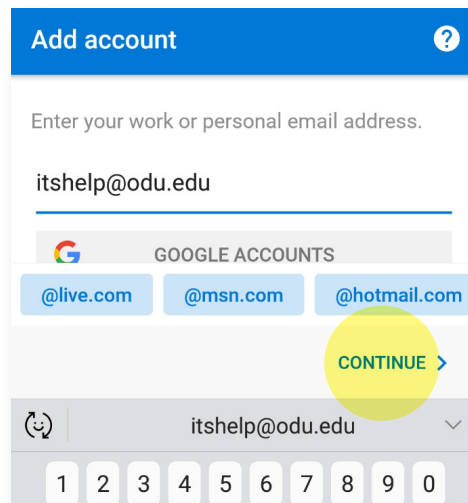


Setting Up ODU Exchange Email (Android)

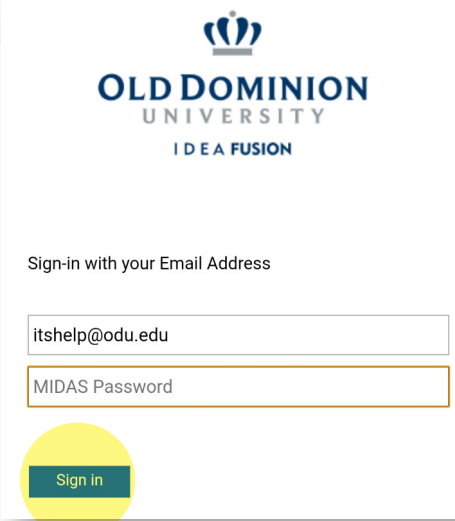
1. Download the free **Outlook for Android** app from the [Google Play Store](#).
2. Open the app and tap **Get Started**.



3. If Outlook prompts you to add an account (such as your Google account), uncheck the box next to the account and tap **Skip**.
4. At the **Add account** screen, enter your faculty/staff email address and then tap **CONTINUE**.



5. Enter your MIDAS password and then tap **Sign in**.



6. You will then be prompted to complete two-factor authentication by Duo. Select either **Send Me a Push** or **Enter a Passcode**, whichever you prefer. **Remember me for 7 days** is not needed with Outlook and should be left unchecked.
7. At the **Account added** screen, tap **Skip** when asked if you would like to add another account.

You may then be taken to a tutorial for Outlook features. If you would like to skip it, tap **Skip**.

Disabling Focused Inbox (recommended)

1. Tap the **Menu** button at the top of your screen.
2. Tap **Settings** (the gear).
3. Tap the **Focused Inbox** slider to disable the feature.