

# Setup email on an Android phone

Follow the below steps to setup email on an Android phone.

## Step-by-step guide

1. Download the Outlook app from the Android app store if you don't already have it.
2. Open the Outlook app.
3. Click on **Get Started**.

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Outlook

A better way to manage your email.

GET STARTED

4. Enter in your PBR email address.

Enter your work or personal email address.

test.user@pbr.org.au

@outlook.com @live.com.au @eq.edu.au @bigpo

CREATE NEW ACCOUNT

PRIVACY AND TERMS

CONTINUE >

5. Enter your password and click on **Sign In**.

**PUFFING BILLY**  
RAILWAY

test.user@pbr.org.au

**Enter password**

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[Forgot my password](#)

[Sign in with another account](#)

Sign in

6. Click on **Maybe Later**.

# Add another account



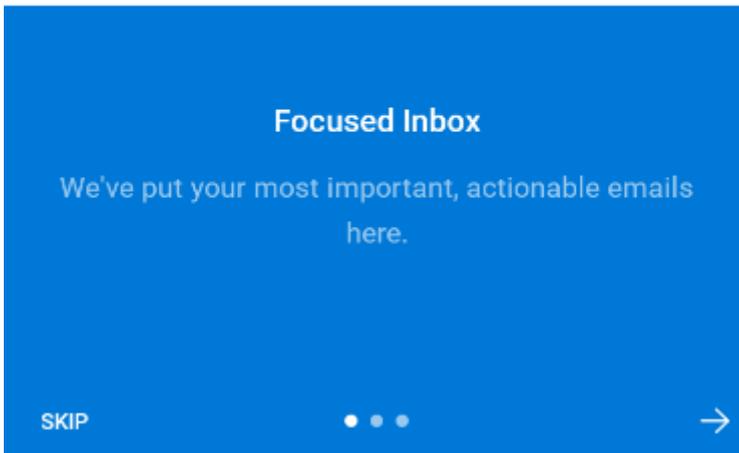
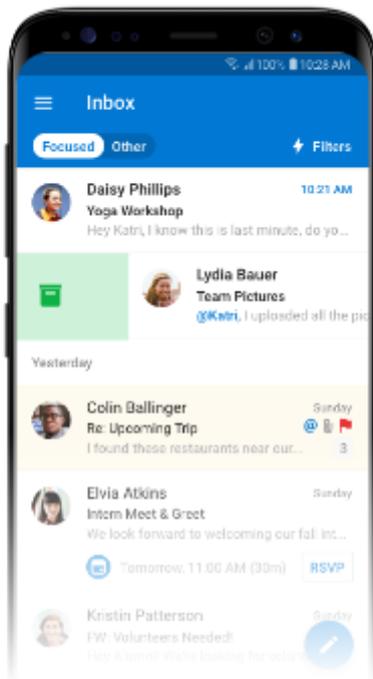
Would you like to add another account?

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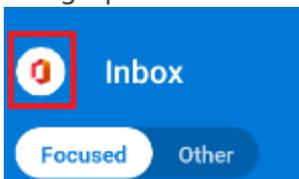
MAYBE LATER

ADD >

7. Click on the arrow to scroll through the instructions or press **Skip** to finish setup.



- You will be taken to your Inbox. Click on the **Microsoft icon** in the top left hand corner to bring up additional options & see your other folders.



Revision #2

Created 29 September 2022 01:06:49 by Mitch Fraser

Updated 3 October 2022 05:16:30 by Dylan Healey