

Outlook App setup for Android

- Open Play store and search for Microsoft Outlook.
- Install and open App.
- Tap **Add account**
- If any suggested accounts come up, tap **skip this account**.
- Otherwise, type in your Deerfield email address and tap **continue**.
- At the Office 365 Login tap **Back**
- At Choose account type, tap **Exchange**
 - Server is **mail.deerfield.edu**
 - Domain\username is **da\username** (*your username is the email address without the @deerfield.edu*)
 - Password - enter your **Deerfield Password**
 - Description - Enter **Deerfield**
 - Tap the check mark in the upper right corner.
 -
- If it asks you to add another account, tap **Maybe Later**
- **All DONE!**