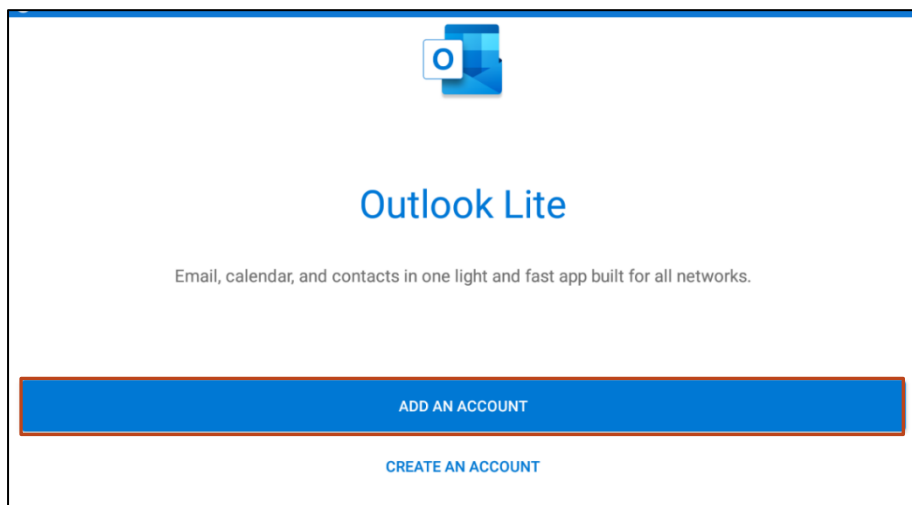


# HOW TO SETUP OUTLOOK ON ANDROID DEVICES

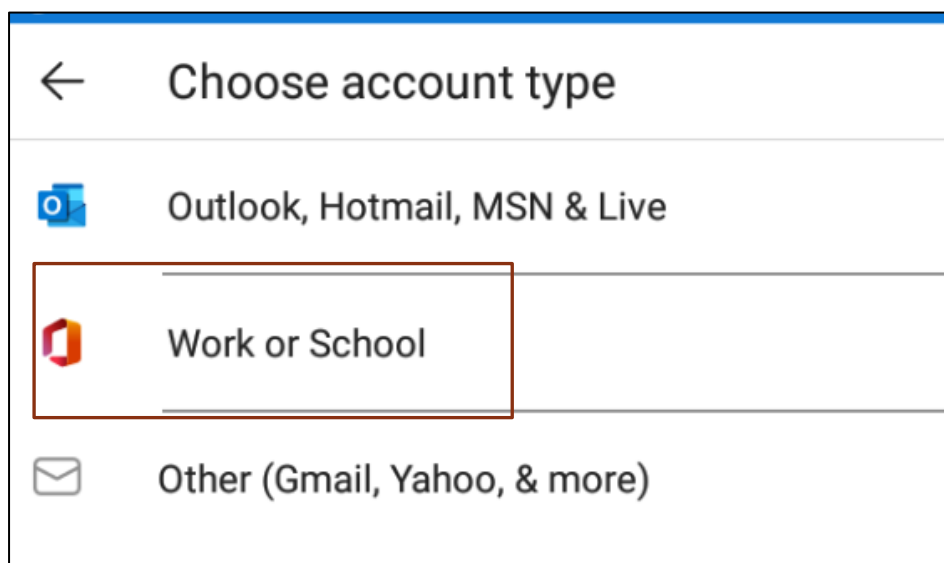
**Step 1:** Download Microsoft Outlook Lite from Google Play Store and install.




**Step 2:** Open Outlook > Add an Account.



**Step 3:** Choose account type > Work or School.





**Step 4:** Type in your email address. Staff: [jbloggs@unre.ac.pg](mailto:jbloggs@unre.ac.pg). Students: [studentIDnumber@stud.unre.ac.pg](mailto:studentIDnumber@stud.unre.ac.pg). Select **Continue**.

On other Outlook versions, choose Office 365  Office 365

<p>← Add an account</p> <hr/> <p>Enter your email</p> <p><u>someone@example.com</u></p>	<p>← Add an account</p> <hr/> <p>Enter your email</p> <p><u>1098672@stud.unre.ac.pg</u></p> <p><a href="#">PRIVACY AND TERMS</a></p> <p><b>CONTINUE</b></p>
---	---

**Step 5:** Type in your password. If you have been given a temporary password from ICT, type in this password.

<p></p> <p>1098672@stud.unre.ac.pg</p> <p><b>Enter password</b></p> <p>Password</p> <hr/> <p><a href="#">Forgot my password</a></p> <p><a href="#">Sign in with another account</a></p> <p><b>Sign in</b></p> <p>Please email <a href="mailto:itservicedesk@unre.ac.pg">itservicedesk@unre.ac.pg</a> or visit the ICT Office should you need help.</p>	<p></p> <p>1098672@stud.unre.ac.pg</p> <p><b>Enter password</b></p> <p>.....</p> <hr/> <p><a href="#">Forgot my password</a></p> <p><a href="#">Sign in with another account</a></p> <p><b>Sign in</b></p> <p>Please email <a href="mailto:itservicedesk@unre.ac.pg">itservicedesk@unre.ac.pg</a> or visit the ICT Office should you need help.</p>
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**Step 6:** This step is for those who received a temporary password.

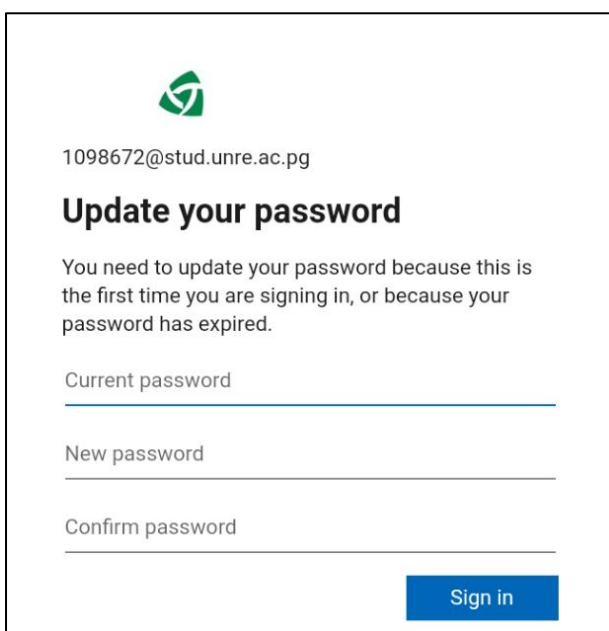
i) In the **Current password** field: Type in the temporary password you were given.

ii) In the **New password** field: Create a new password and type in this password.

iii) Confirm your new password in the **Confirm password** field.

**NOTE:** Passwords must have a mixture of small letters, big letters, numbers, and symbols, and must have a minimum of 8 characters. It must not contain your name or username.

iv) Select **Sign in**.



1098672@stud.unre.ac.pg

### Update your password

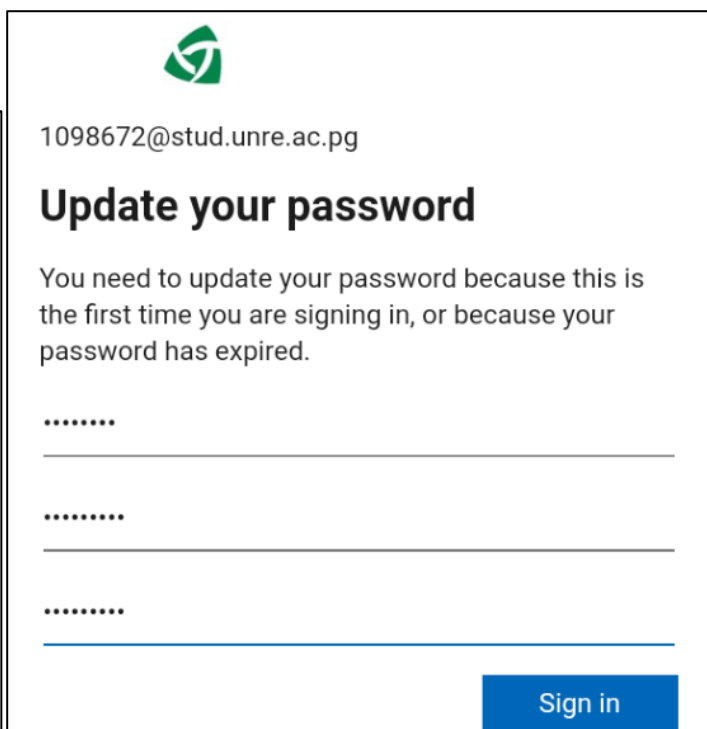
You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password

New password

Confirm password

Sign in



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### Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

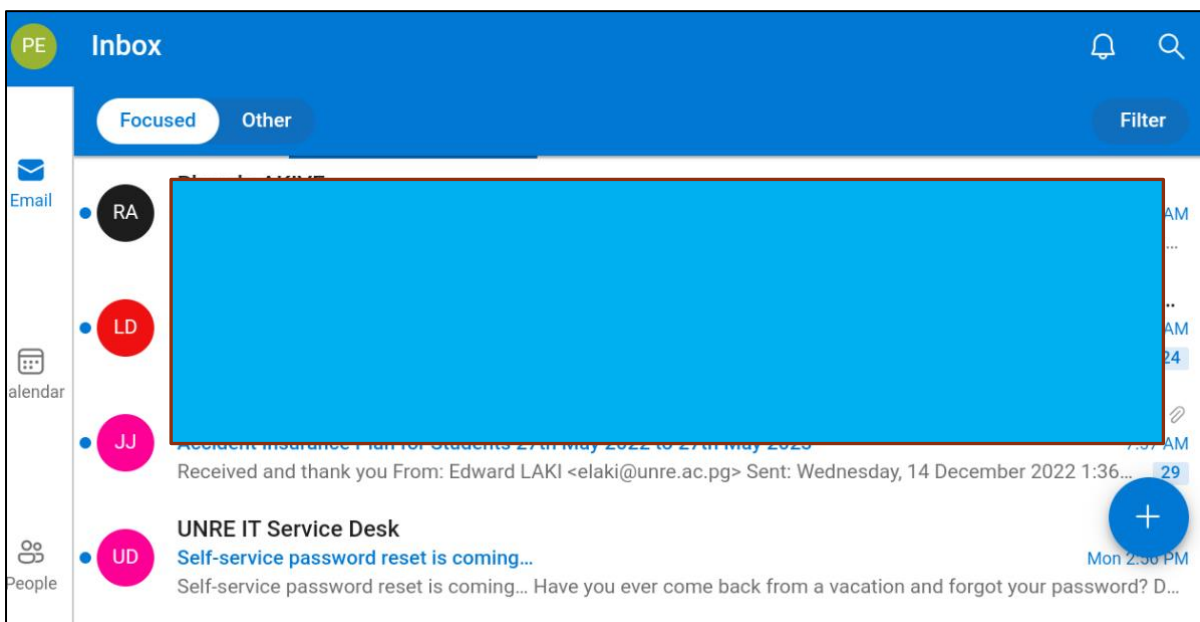
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.....

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Sign in

**Step 7:** Congratulations! You have reached your Inbox.



PE Inbox

Focused Other Filter

Email

RA

LD

JJ

UD

UNRE IT Service Desk

Self-service password reset is coming...

Self-service password reset is coming... Have you ever come back from a vacation and forgot your password? D...

Mon 2:00 PM