



YEW CHUNG COLLEGE
OF EARLY CHILDHOOD
EDUCATION
耀中幼教學院

Set up Outlook for Android

1. Install the **Outlook** app from the Google Play Store and then open it.
2. Tap Get Started if this is your first time.
Otherwise, to add another email account, open the Menu More button > Settings Settings > Add Account > Add Email Account.
3. Enter your full email address, then tap **Continue**.

A screenshot of the Outlook 'Add account' screen. The title bar is blue with the text 'Add account' and a close button. Below the title bar, the text 'Enter your work or personal email address.' is displayed. A text input field contains the placeholder 'yourname@yourdomain.com'. Below the input field is a grey rectangular button. At the bottom of the screen, there are three small blue rectangular buttons and a 'CONTINUE >' button.

4. Enter your email account password and tap **Sign In** or **Next**.

Password Format: Email account password

A screenshot of the Outlook 'Enter password' screen. The title bar is blue with the text 'Enter password'. Below the title bar, the text 'YEW CHUNG COLLEGE OF EARLY CHILDHOOD EDUCATION' is displayed. Below the text is a text input field labeled 'Password'. Below the input field are two links: 'Forgot my password' and 'Sign in with another account'. At the bottom right of the screen is a blue button labeled 'Sign in'. At the bottom of the screen is a grey bar with the text 'Yew Chung College Of Early Childhood Education'.