

OFFICE 365 – HOW TO SET UP VMC O365 (OUTLOOK AND TEAMS) ON AN ANDROID DEVICE

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Please review the following steps to setup your Android device to use VMC email / Teams remotely with **Duo Mobile Multi Factor Authentication**. If the device being used is **not** compatible with the O365 App, please refer to the instructions at the end of this document on that walk you through using Outlook Web on a mobile device.

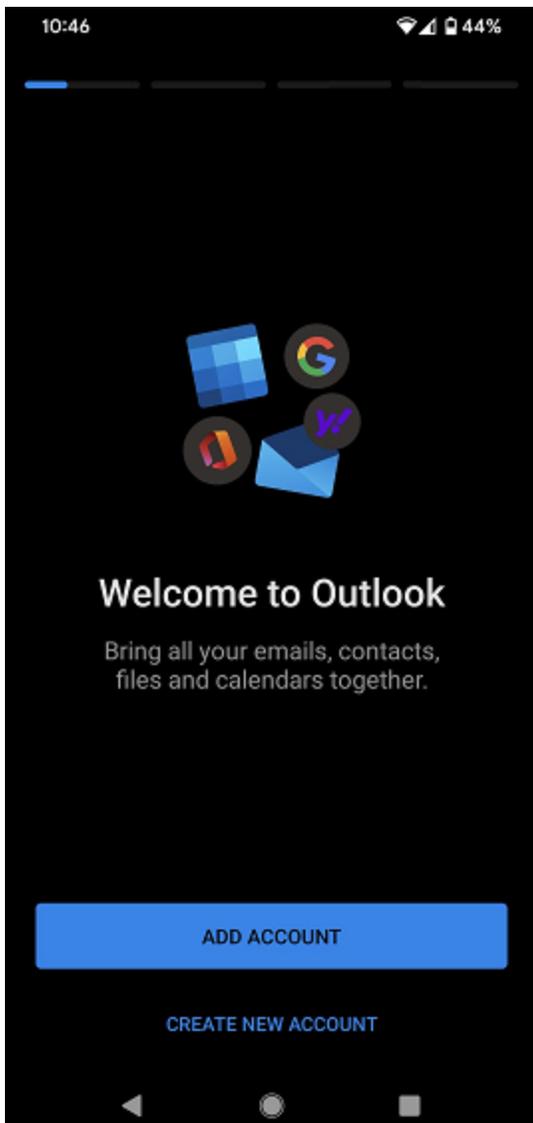
The current minimum version of Android that supports the **Outlook App is Android 4.0**. Click this link for the latest [user guide](#) and [FAQ information](#).

[Setting up Outlook on your Android](#)

Download and install the Outlook App from the [Play store](#).

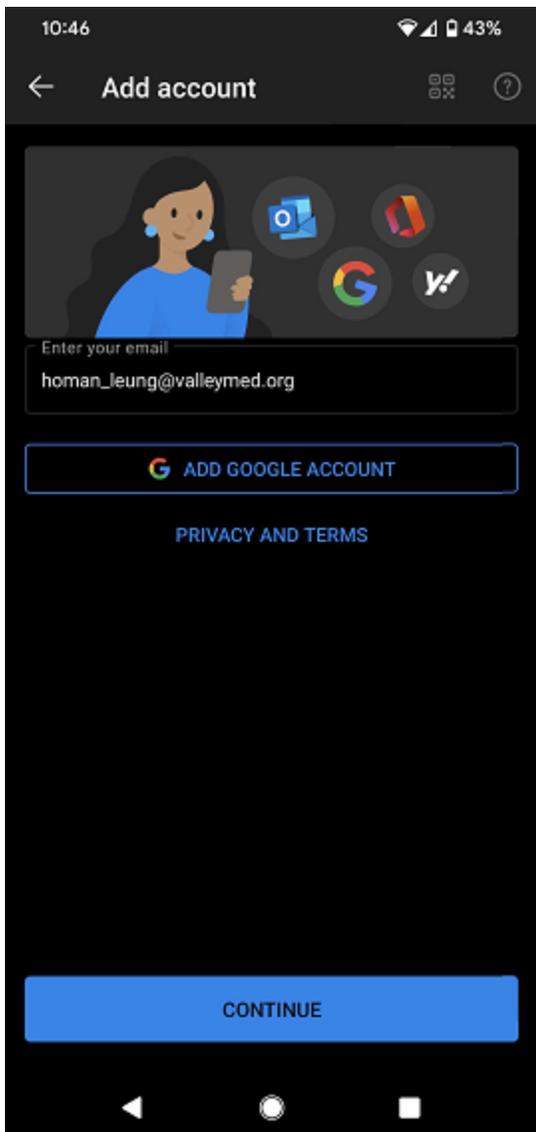
- Open the app and select **ADD ACCOUNT**





- Enter in **work email address** in the space shown below.





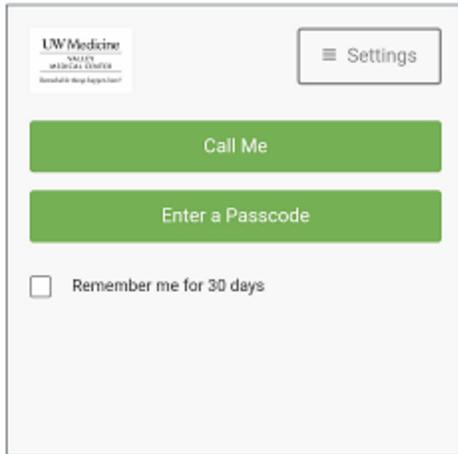
- Enter your **Passcode**.



UWVMC Authentication

Welcome VALLEYMED\duckd

For security reasons, we require additional information to verify your account

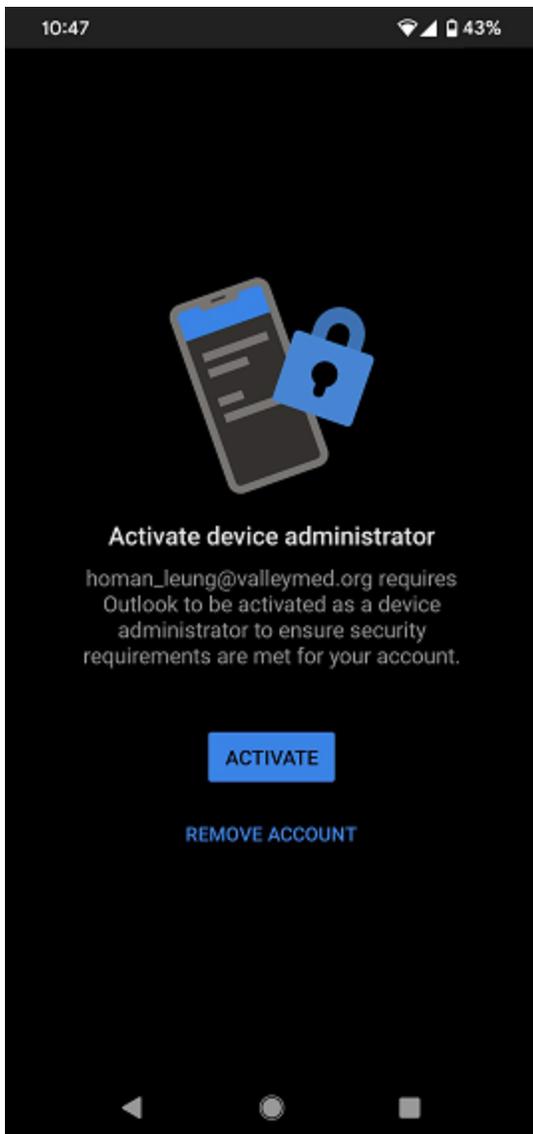


The image shows a mobile application interface for UW Medicine Security Center. At the top left is the UW Medicine logo with the text 'UW Medicine SECURITY CENTER' and 'Responsible Drug Acquisition' below it. At the top right is a 'Settings' button with a hamburger menu icon. Below the logo and settings are two large green buttons: 'Call Me' and 'Enter a Passcode'. At the bottom of the form is a checkbox labeled 'Remember me for 30 days'.

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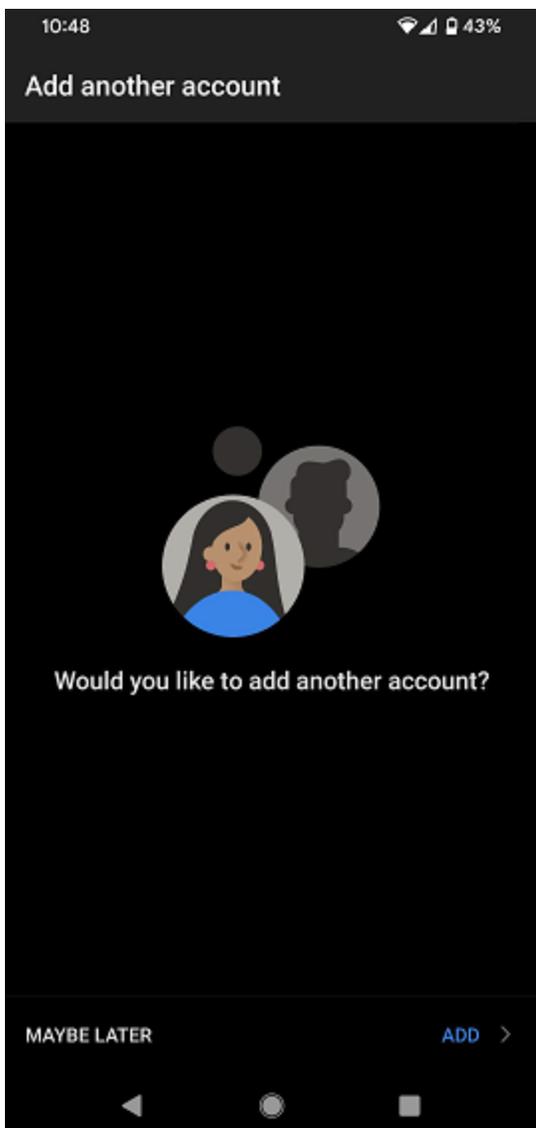
- You will receive a **verification code VMC Outlook account**.
- Select **Activate** to ensure security requirements are met.





- Select **Maybe Later** when prompted to Add Another Account.



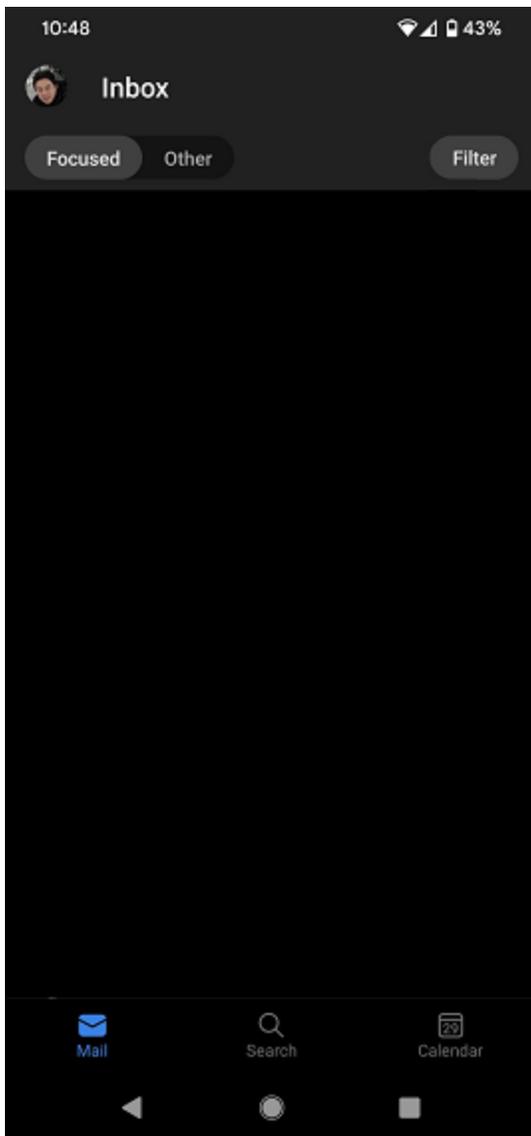


- Your Email and calendar will now **start syncing**

Recommended settings: the following are optional, but once set are intended to allow the app to function in a better and more efficient way.

- **Turn off Focus Inbox:** Go to **Settings** > scroll down to **Focused Inbox** > toggle it **off**.





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+ [Using Outlook Web for mobile devices](#)

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