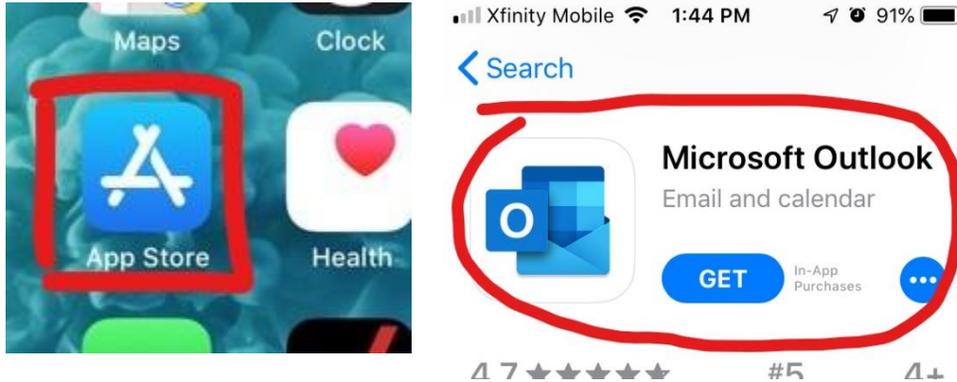


How to receive your Stevens email on your phone.

Updated: 5/3/2019

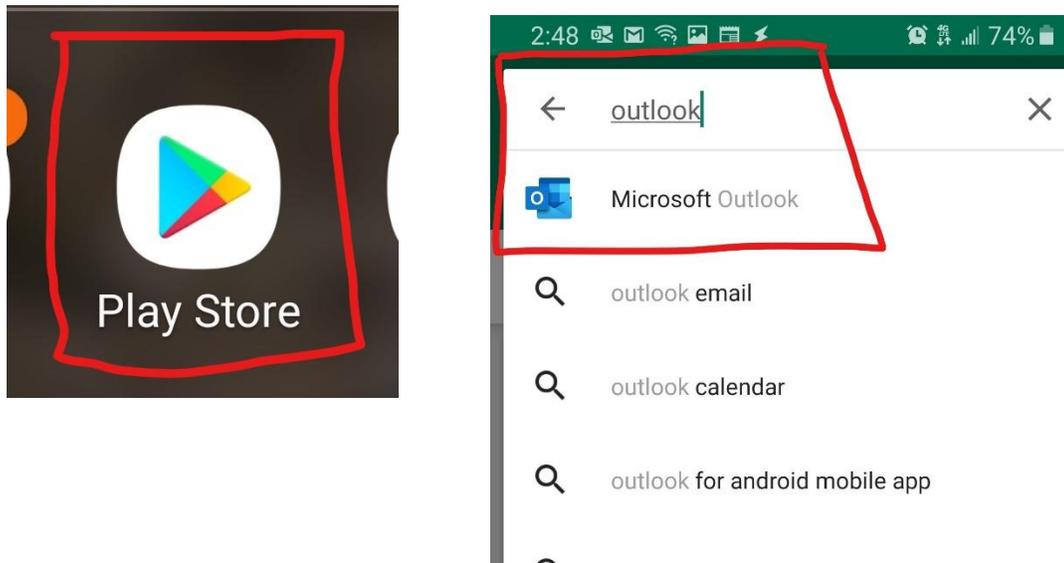
If you have an iPhone

1. For iPhone open the app store and search for "Outlook". The Outlook app by Microsoft should be the second option you see. Download this app.



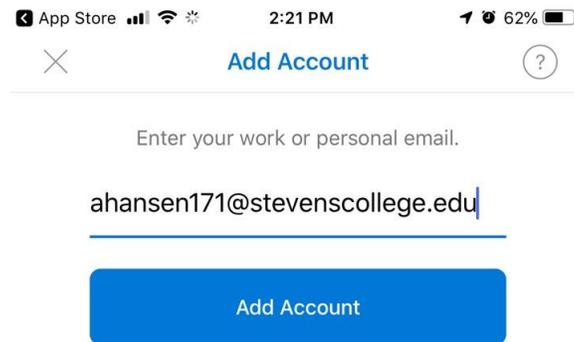
If you have an Android

1. Open the Google Play Store and search for "Outlook". The Outlook app should appear in your search results as the first option. Tap Install to get the Outlook app.

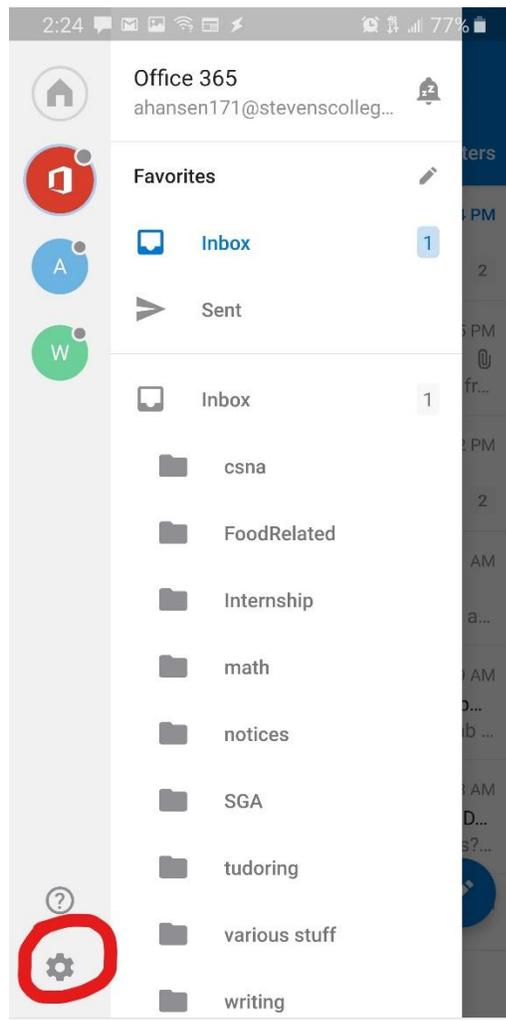


Instructions for both Android and iPhone are the same beyond this point.

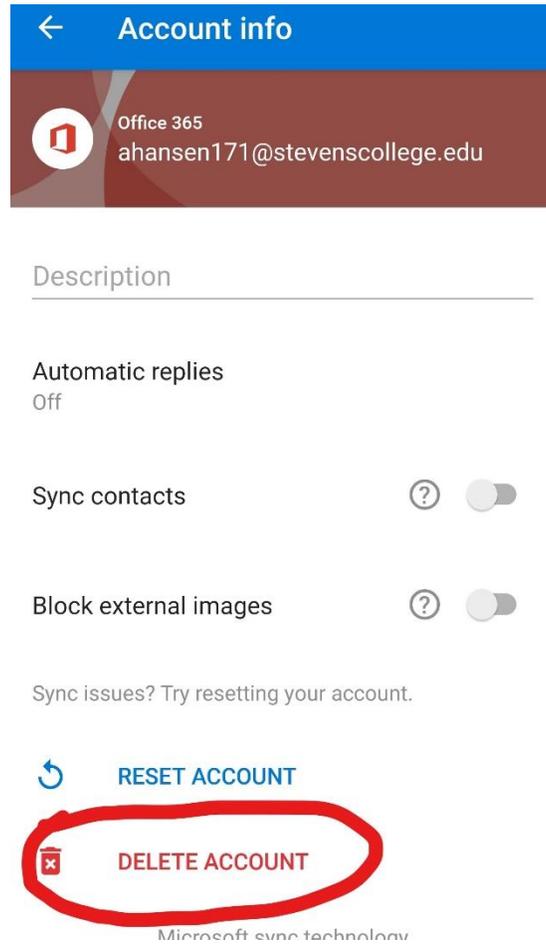
2. Find and open the Outlook app.
3. If it is your first time opening the Outlook app, you will be prompted to enter your email address. **Enter your full Stevens email address here, then skip to step 4.**



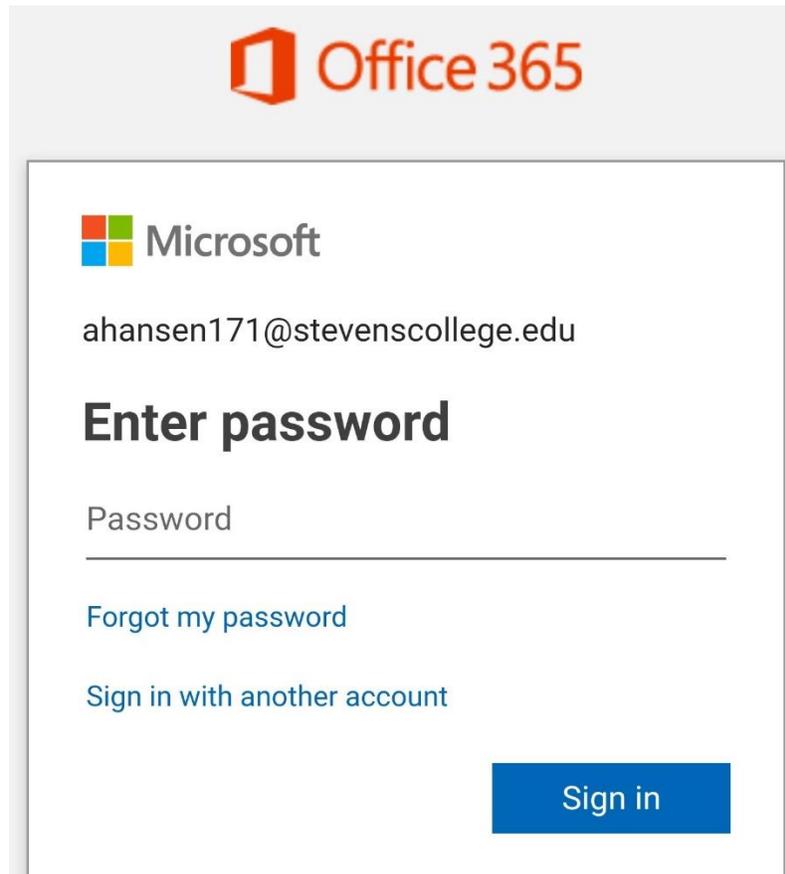
- a. If it is not your first time opening the Outlook app, tap settings (the gear icon in the bottom right) **you will need to delete your current Stevens email** account from the phone.



- b. Deleting emails is done by tapping the account in settings, followed by tapping delete account.



4. **Enter your Stevens password (The same password you login to the portal with).** Tap sign in to login and complete the process.



The image shows a screenshot of the Office 365 login interface. At the top, the Office 365 logo is displayed in orange. Below it, the Microsoft logo is shown in its characteristic four-colored squares. The email address 'ahansen171@stevenscollege.edu' is entered in the text field. The main heading is 'Enter password' in a large, bold, black font. Below this is a password input field with the placeholder text 'Password'. There are two links: 'Forgot my password' and 'Sign in with another account', both in blue text. A blue 'Sign in' button is located at the bottom right of the form area.

Office 365

Microsoft

ahansen171@stevenscollege.edu

Enter password

Password

[Forgot my password](#)

[Sign in with another account](#)

Sign in