



## Android Email Configuration

This document explains how to set up email on your Android Device with **Multi-Factor Authentication (MFA)** enabled.

### Prerequisites:

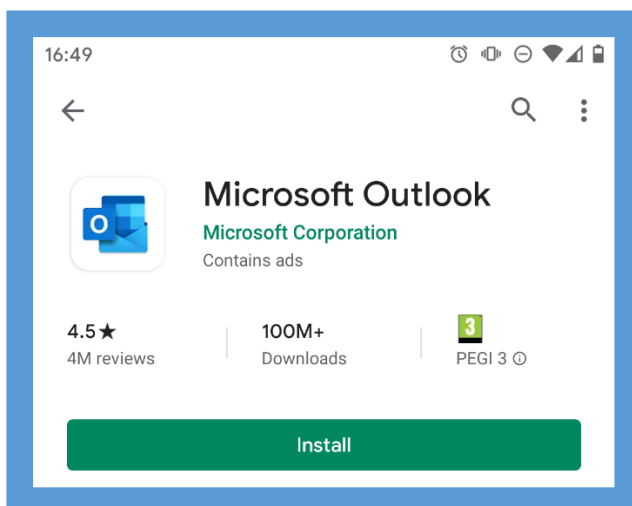
- Device running **Android 5.0** or newer
- You have set up **Multi-factor Authentication (MFA)**



Instructions on setting up MFA can be found at the end of this document

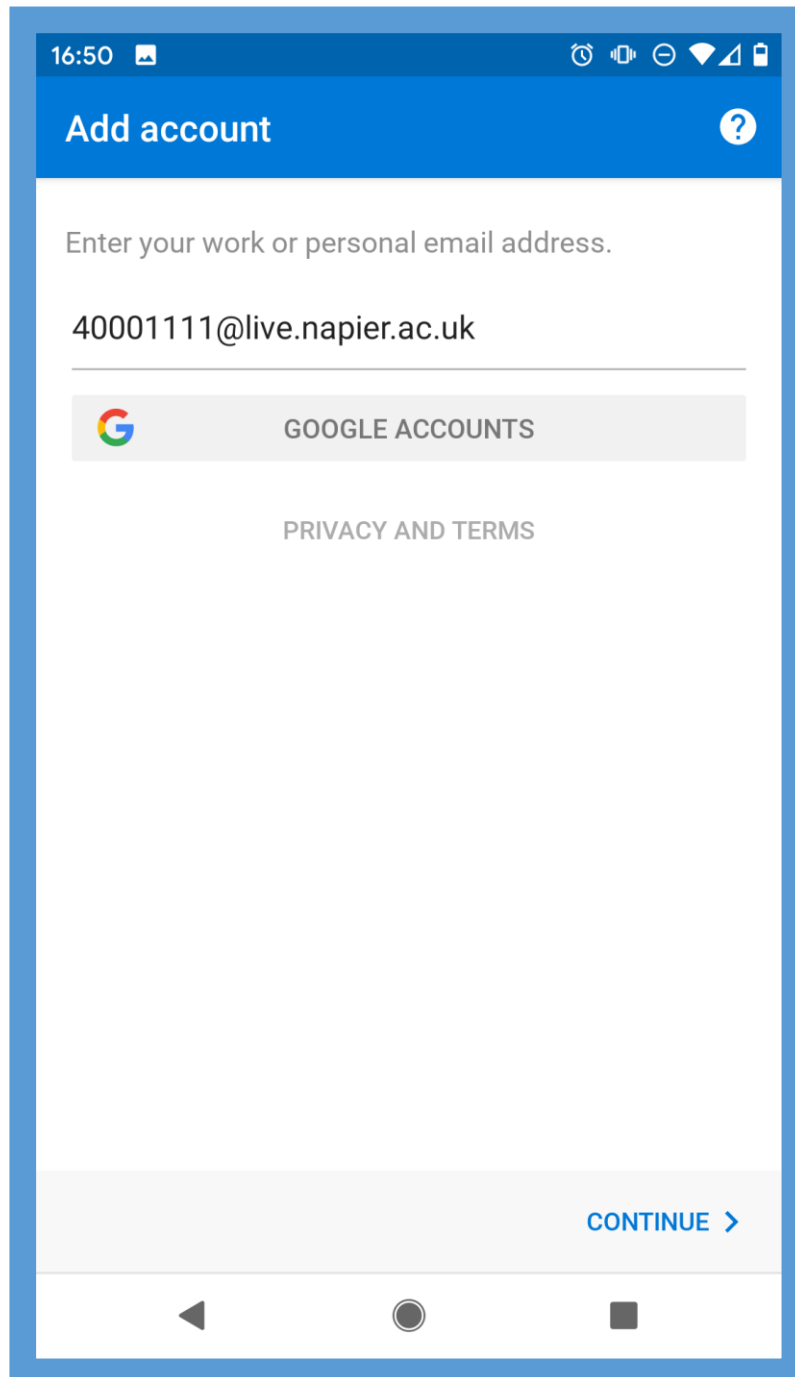
### Step 1:

- In the **Play Store**, download and install the **Microsoft Outlook** app



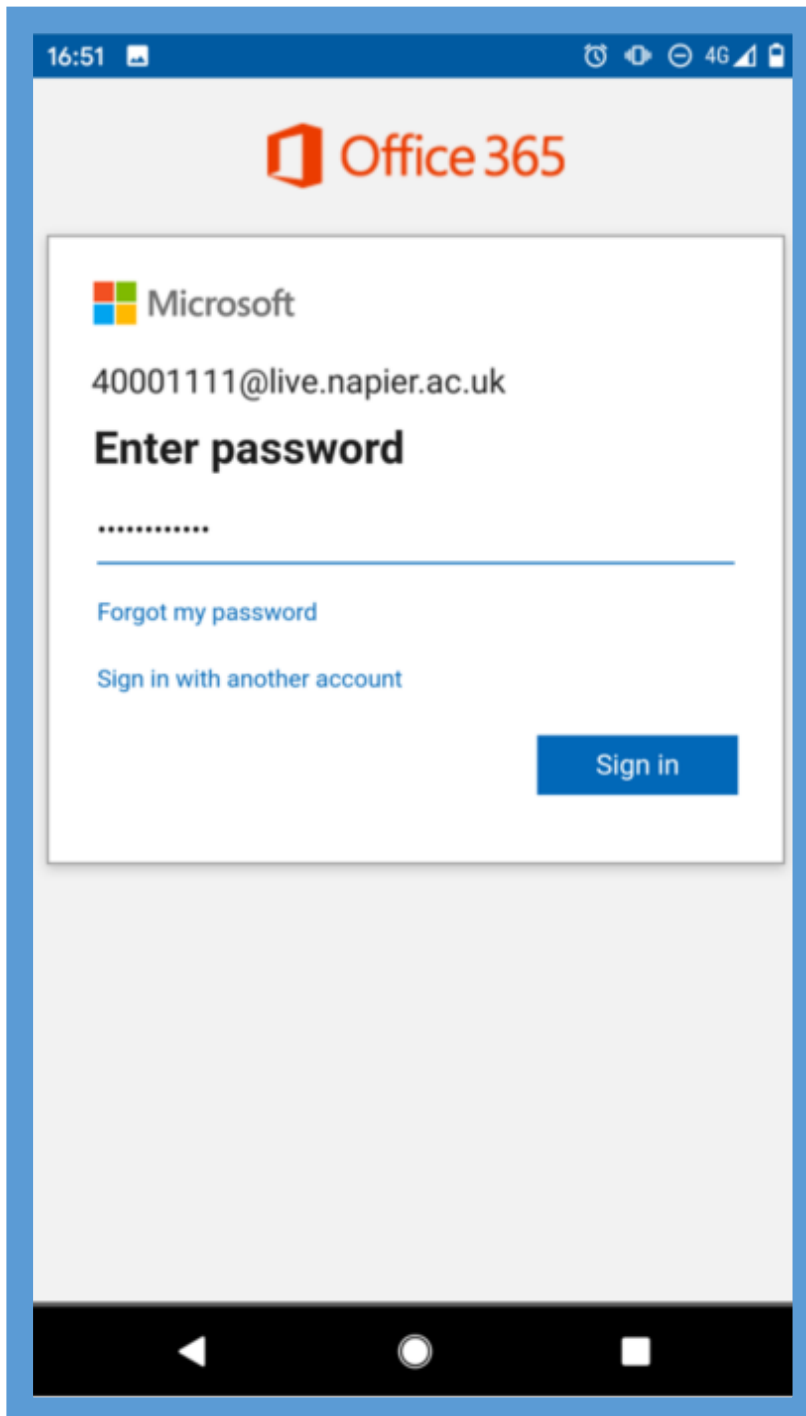
## Step 2

- In the **Microsoft Outlook App**:
  - Select **Add Account**
  - Enter your Edinburgh Napier University **email address** and select **continue**



## Step 3

- Enter your Edinburgh Napier University password
- Select **Sign in**

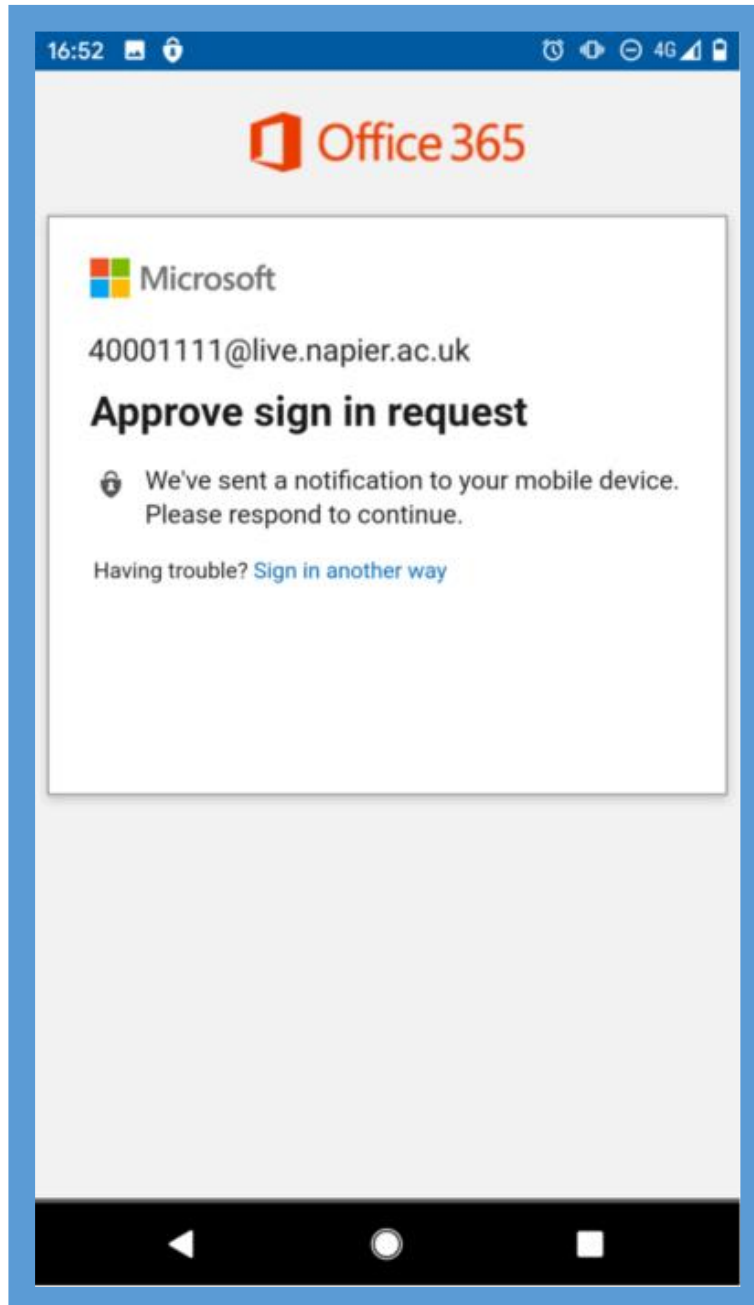


## Step 4

- You may receive a **Multi-Factor Authentication (MFA)** check, complete it as instructed.



Instructions on setting up MFA can be found at the end of this document



# Troubleshooting

## I can't install the Microsoft Outlook app?

The Microsoft Outlook app requires Android 5.0 or newer to install. To access email on older devices, please navigate to <https://outlook.office.com>, or access email through the iNapier app.

## My sign-in was blocked?

To access email outside of the University network, you must set up **Multi-Factor Authentication (MFA)**.

## How can I setup Multi-Factor Authentication (MFA)?

From a University PC, or connected to the local eduroam wireless service, open a web browser and navigate to <https://aka.ms/mfasetup>, and follow the instructions. A full guide can be found on the intranet [here](#).

If you are still having difficulty, please take your device to the library desk at either Sighthill, Craiglockhart, or Merchiston Campuses.

You may also phone the **IS Service Desk** on **0131 455 3000** for assistance.