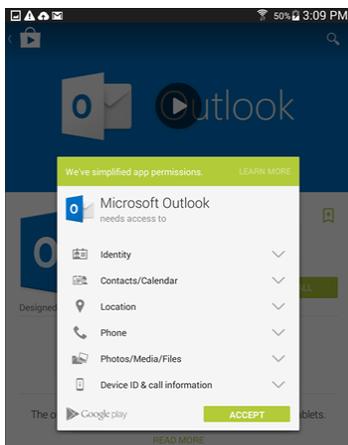# Set up the Outlook mobile app on an Android device

You can set up the Outlook mobile app on your Android device to access your email, calendar, and contacts. The instructions below will show you how to set up your Office 365 Exchange Online mailbox on your mobile device.

1. On your Android phone or tablet, go to the **Google Play Store** and type **Microsoft Outlook** in the search box.

2. In the search results, select the **Microsoft Outlook app**, and then select **Install**.
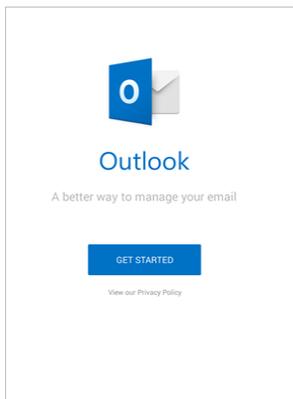

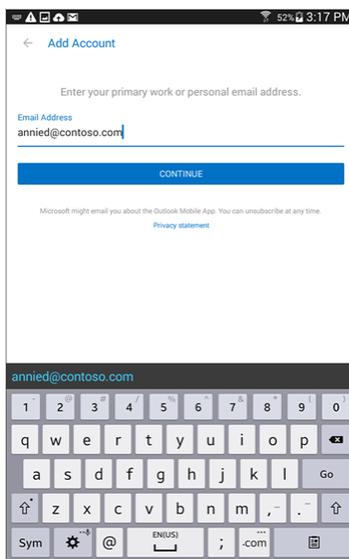3. Select **Accept** to accept the access agreement.

4. When the installation is complete, select **Open**.

5. When the app opens, select **Get Started**.

6. On the **Add Account** screen, enter your HU email address and select **Continue**.

7. Enter your HU password and select **Sign in**

8. If you are asked the account type, select **Exchange**

9. If you are prompted to input a domain and server name, they are:
   - Server: Heritage.edu
   - Domain Heritage

10. To turn the focused inbox off tap on your profile picture next to the word inbox, click on the gear icon on the bottom left side of the screen. Scroll down until you see **Focused Inbox** and switch the toggle to off.