

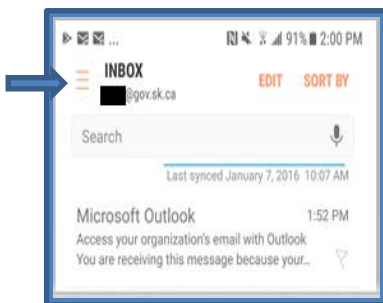
Before You Begin: Removing your GOS Email Account from the mail application installed on your Android device.

Before configuring the new Outlook App for Android, it is important to remove your GOS email account from the mail application that comes installed on your device. This is performed from the settings in the Mail app itself.

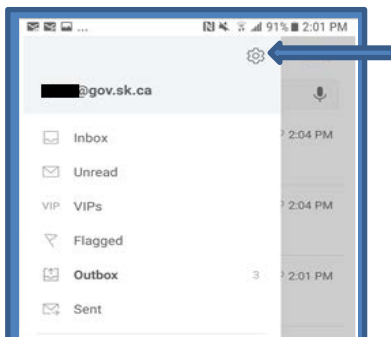
1. Locate and select the Email icon on your device.



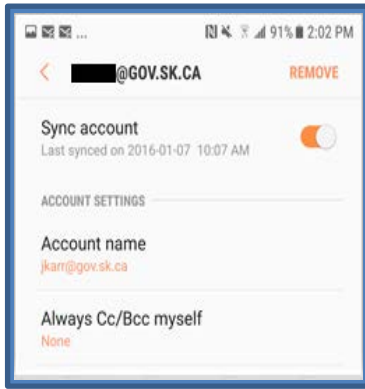
2. Press the three horizontal lines at the top left of your mail.



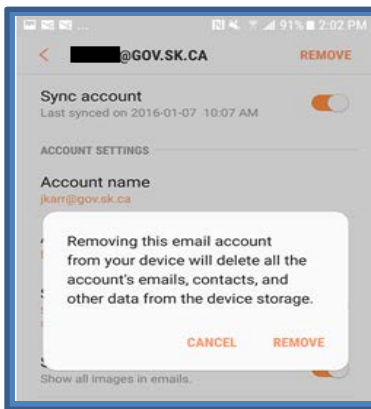
3. On the new pane that appears, press the "Gear" icon to access your Mail settings.



4. On the next screen, press “Remove” at the top right corner.



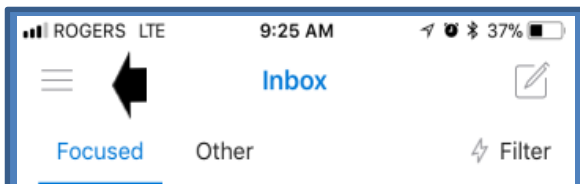
5. You will receive a warning that Removing the email account from your device will delete all the account’s emails, etc. Because these functions will now be handled from the Outlook App, press “Remove”.



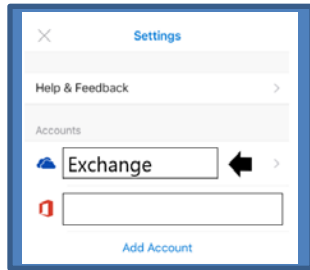
Before you Begin: If You Have Already Configured Your Outlook App - Prior to Exchange Online Migration

If you have already downloaded the Outlook app and configured it with your exchange email settings prior to being migrated, you will want to remove that account from the outlook app prior to reconfiguring it for Email Online. To remove your exchange account:

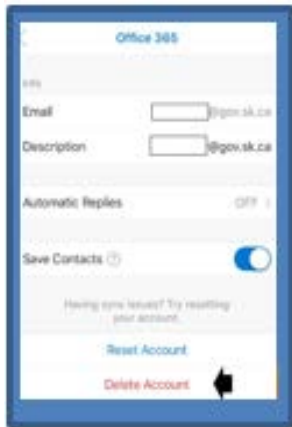
1. Open the Outlook app and press the three horizontal lines in the top left corner, then the gear icon at bottom left.



2. Select your exchange account. It will likely be called “Exchange”.



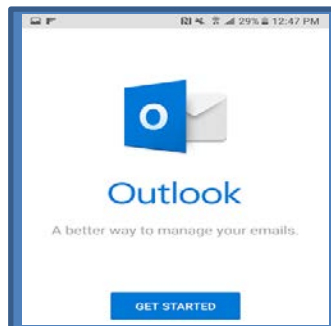
3. Press “Delete Account”. This should remove the account from the application.



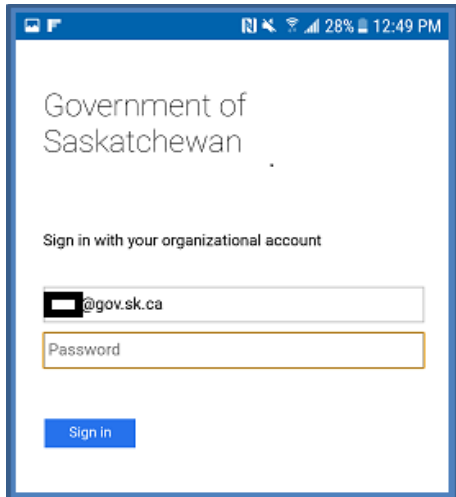
Outlook Mobile Configuration: Android for Samsung and Android-based Blackberry devices

Installation and configuration for Android is very similar to iOS. The primary difference is the requirement to install a device manager called Intune Company Portal, also from Microsoft, in place of Microsoft Authenticator. The Outlook application requires Android 4.1 or higher.

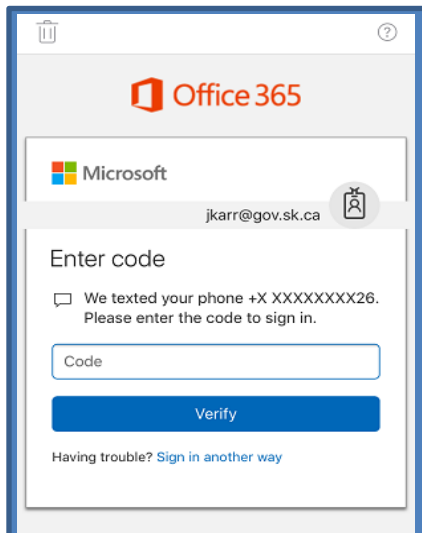
1. To begin using the dedicated Outlook app on your Android device, first download it from the Google Play store. You can search “Outlook” and it should be one of the first available applications. Touch “Install” beside the application icon. The application will begin to download and you will receive a message that the application has been downloaded to the desktop. You may launch the application from the application page or return to the device’s home screen and launch from there. Press “Get Started”



2. This will present you with a Government of Saskatchewan Sign-in Screen. Remember that if you have been converted to Office 365, your sign-in will now be your existing Government of Saskatchewan username, followed by @gov.sk.ca (eg. jsmith@gov.sk.ca), **NOT your traditional email address** (eg. john.smith@gov.sk.ca). Please enter your jsmith@gov.sk.ca user ID and normal Windows sign-in password.

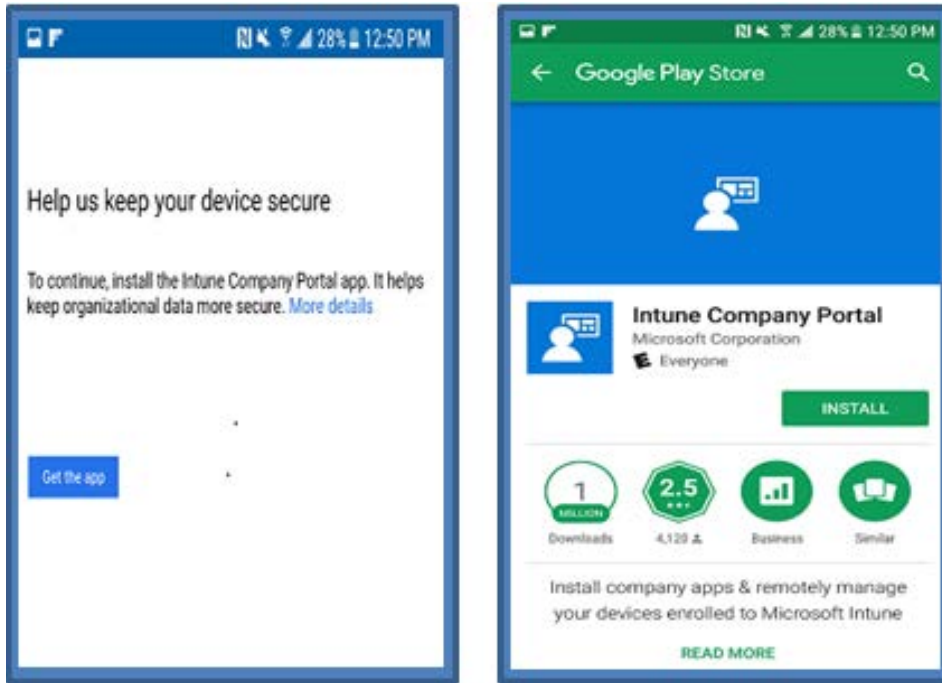


3. If this is the first device you are configuring the Outlook App on, you will be prompted for Authentication at this time. If this is a secondary device, you will not be prompted for an additional Multifactor Authentication; please proceed to step 5 below. You will receive either a text message with a 6-digit verification code, a telephone call to the telephone number selected, or a 6-digit code from the Microsoft Authenticator app. Enter the 6-digit code, retrieve one from the Authenticator app, or answer the telephone call and press pound.



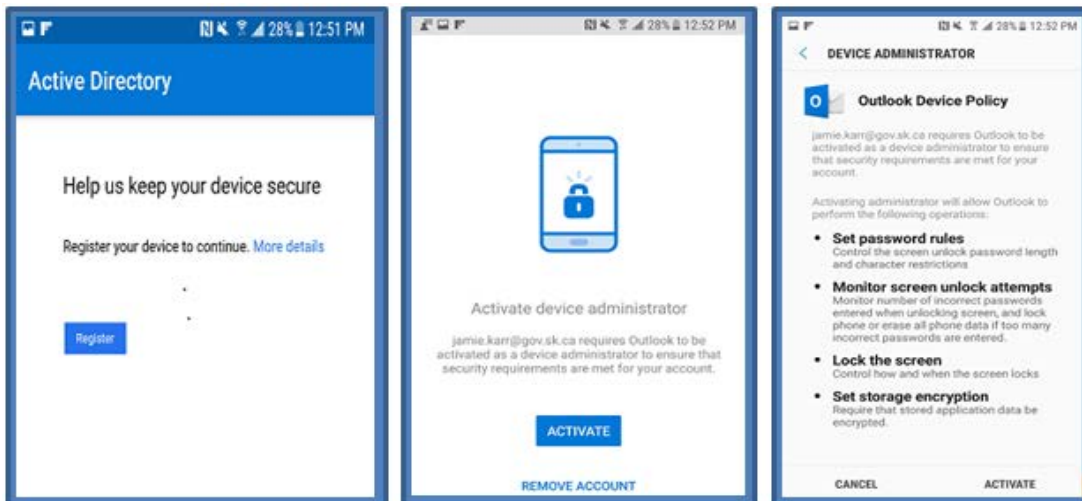
4. You will now be prompted to “Help keep your device secure” which requires download of the device management application called Intune Company Portal.

Press “Get the App”. This will return you to the Google Play Store page for the application. Press “Install”.

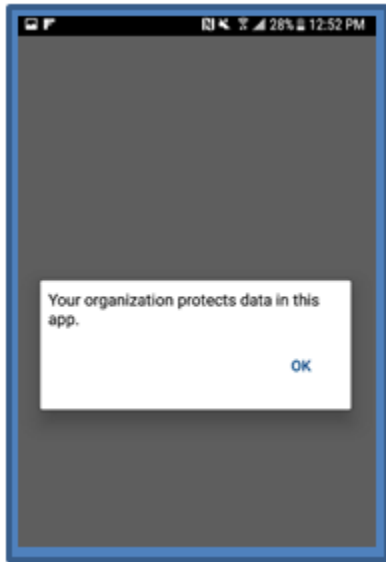


5. Once downloaded and installed, you may launch the Intune Company Portal application from the application page or from the device’s home screen. There is no configuration required for the Intune Company Portal at this time. When launched, it will restart your Outlook application to a new screen labelled “Active Directory” and ask to register your device.

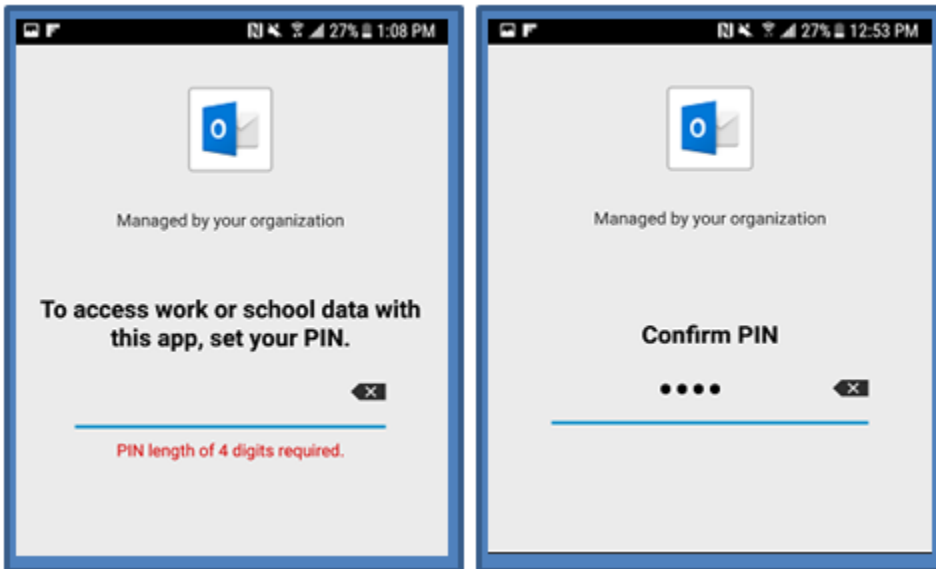
Press “Register”. The next screen will ask you to Activate Device Administrator. Press “Activate”. The following screen outlines the Outlook Device Policy. The policy indicates what device functions can or may be managed by Government of Saskatchewan. Press “Activate” again.



You will receive a message “Your organization protects data in this app”. Press “Ok”.



6. The final step to configuring Outlook for Android is to set a 4-digit **PIN**. This PIN is only used in the Outlook app for your phone, and you will only be prompted for it after the Outlook app hasn't been used after 30 minutes. It **does not** replace the passcode to open your phone. Enter your 4-digit PIN of choice, and then again when it asks to confirm.

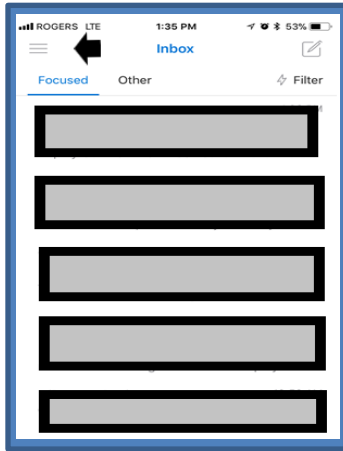


Outlook App and Contacts

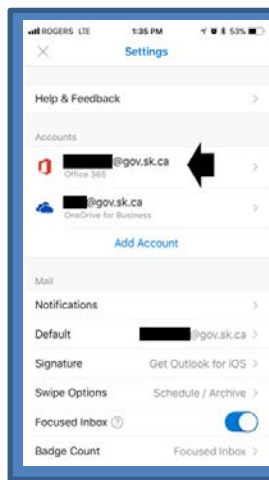
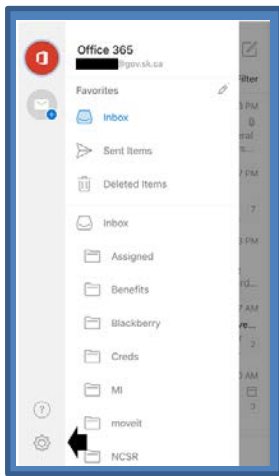
Why can I no longer see my mobile contacts in the Outlook app or my Outlook contacts in my contacts app that came with my device?

If you have individual contacts you have created in Outlook Desktop (not the Global Address list contacts), you can move those contacts into your contacts app that came with the device via a setting in the Outlook App. This option is called “Save Contacts” (iOS) or “Synch Contacts” (Android). To access it:

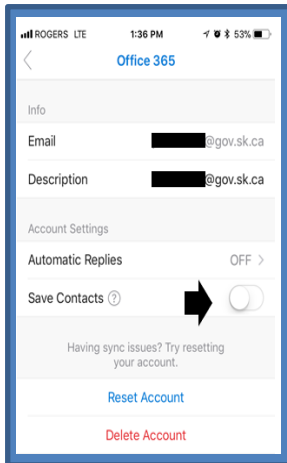
1. Open the app and press the three horizontal lines icon in top left.



2. Press the gear icon below, then press your account for Office 365.



3. Turn the “Save Contacts” or “Synch Contacts” slider to “On” position.



Your individual Outlook contacts should now be accessible in your native contacts app.

* As this integration is currently only “One-Way” (from Outlook to native contacts), we recommend that you create any new work contacts in either the Outlook App or directly in Outlook Desktop, not from your mobile device contacts.

And that's it! You should now see your government email in the new Outlook app.

If at anytime you have questions or difficulties with downloading Outlook for your Android device, please contact [Central Services' ITD Service Desk at 306-787-5000](#).

Form Revision History

Date	Change Author	Notes of Changes
2018-06-06	Jamie Karr	Added Synch Contacts Section
2018-05-24	Art Newton	Updated and Rebranded