

Outlook App: Login & Basic Functions

Android



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1.1 Setting up a personal mailbox on Android

Before you begin

The following instructions are supported by TU Delft and have been tested and found to work. However, we provide this guide as an additional service. If you have a configuration or version of Outlook that differs from the one described here and encounter issues setting up your TU email, neither ICT nor any Service Desk will be able to assist you in configuring your TU email in the Outlook app for Android.

Step 1: Open Outlook and press "Add Account".



Welcome to Outlook

Designed to work with your favorite Samsung devices.

ADD ACCOUNT

[CREATE NEW ACCOUNT](#)

Step 3: Log in with your netid@tudelft.nl account and its corresponding password, then press 'Sign in'.



TU Delft Federation Service

Sign in

netid@tudelft.nl

Password

Sign in

Please login using the syntax 'your NetID@tudelft.nl' and your password. Do not use your e-mail address.

Step 2: Enter your **netid@tudelft.nl** and press 'Continue'.



← Add account



Enter your email

your.email.address@tudelft.nl

[ADD GOOGLE ACCOUNT](#)

[PRIVACY AND TERMS](#)

CONTINUE

Step 4: Approve sign-in with Authenticator.



TU Delft

pheijdel@tudelft.nl

Approve sign in request

Open your Microsoft Authenticator app and approve the request to sign in.

[I can't use my Microsoft Authenticator app right now](#)

Please login using the syntax <your NetID@tudelft.nl> and your password. Do not use your e-mail address.

Step 5: Your account will be added.

13:37 [status icons] 100%



Completing login...

Step 6: Choose "Maybe later" when prompted to add another account.

13:38 [status icons] 100%
Add another account



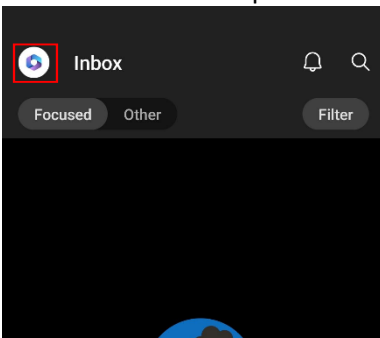
Would you like to add another account?

MAYBE LATER

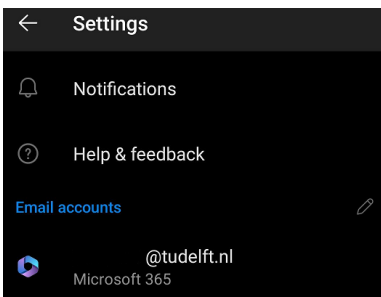
ADD >

1.2 Syncing Calendar and Contacts

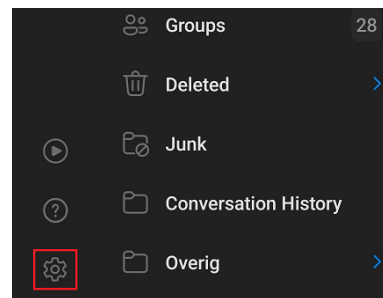
Step 1: Open the menu by clicking on the icon in the top-left corner.



Step 3: Click on the mailbox you want to synchronize the calendar and contacts of.



Step 2: Open the settings by clicking on the gear icon.



Step 4: Turn on the toggles to enable synchronization.

