

Guide to Setting Up UWG Email on Outlook for Android

Step 1: Download Outlook

1. **Open the Google Play Store** on your Android device.
2. **Search for "Microsoft Outlook"** using the search bar at the top.
3. **Select the Microsoft Outlook app** from the search results.
4. **Tap "Install"** to download and install the app on your device.

Step 2: Open Outlook and Begin Setup

1. **Open the Outlook app** once the installation is complete.
2. **Tap "Get Started" or "Add Account"** if prompted.

Step 3: Add UWG Email Account

1. **Enter your UWG email address** (e.g., username@my.westga.edu) in the email field.
2. **Tap "Continue"**.
3. **Enter your UWG email password** when prompted.
4. **Tap "Sign In"**.
5. **Complete** Two-Factor Authentication

Step 4: Configure Account Settings

1. **Follow any additional prompts** to configure your account settings.
2. **You may be asked to grant permissions** for Outlook to access your contacts and calendar.
Note: None of these permissions are required to access your email.

Step 5: Verify Email Setup

1. **Once signed in**, you should see your UWG email inbox.
2. **Check that your emails are syncing** and that you can send and receive emails.

Troubleshooting Tips

- **Ensure you have a stable internet connection** during the setup process.
- **Double-check your email address and password** for any typos.
- For additional information or assistance, please feel free to contact Tech West.