

Setup TechPro Hosted Email (Exchange) On Android tablet or smartphone

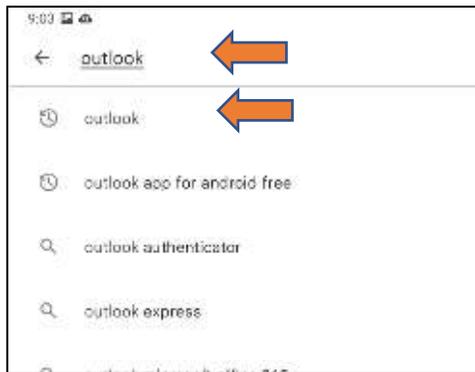
Quick Reference Guide



1. In Apps screen, select **Play Store**

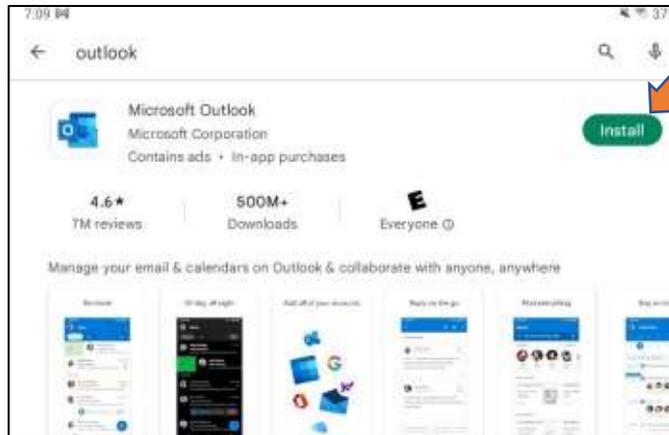


2. Search for **Outlook**



3. To initiate, Select **“outlook”**

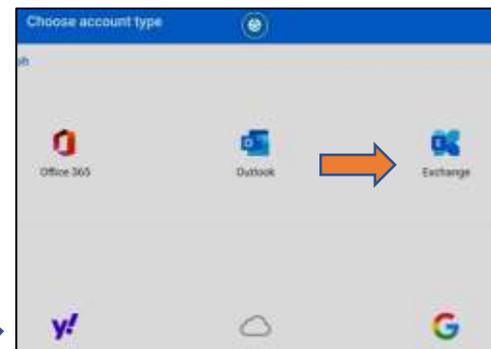
4. Select **Install**, wait until complete.



5. **Install** button will change to **Open**, select **Add Account**



6. Enter your **email address**, **continue**



7. (If asked) **Account Type** is **Exchange**

8. Enter **Domain*\Username**

(*Domain **MUST** be **techpro**)

9. Enter your **Password** and **Description**.

10. Tap **“Done”** OR the check (✓) at top right in blue bar (*both not shown*)

11. If asked **“Would you like to add another account?”**, select **Maybe Later**.

12. Your emails will begin populating in your account as well as an Outlook icon displays in your Apps

