

	SoftTech Engineers Ltd.	Document No: 1.1
		Date of Issue: 05/03/2024
	IT HELPDESK – SOP 1.8_How to setup Office 365 Email Inbox & MS Teams on Android Phone	Revision No: 00
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Approvals	Title	Signature/Date
Prepared By: -	IT HELPDESK	05/03/2024
Reviewed By: -	IT Manager	05/03/2024
Approved By: -	VP	05/03/2024

Please follow the below procedure to install/configure your Office 365 software/application on your Android Phone.

Please perform below steps step by step ->

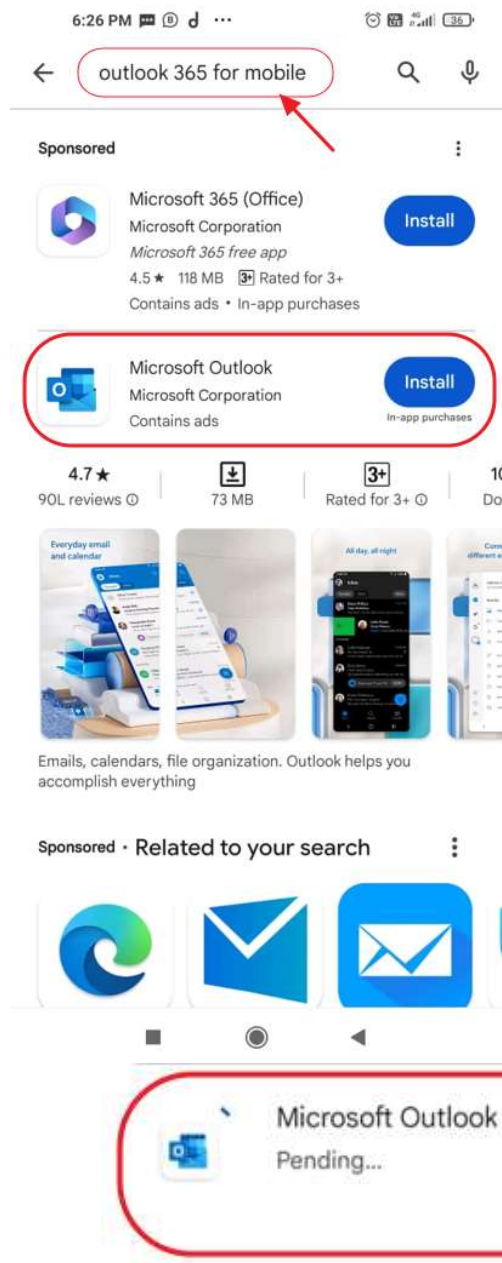
Step 1: -> Please go to your android phone and click on '**Play Store**'.



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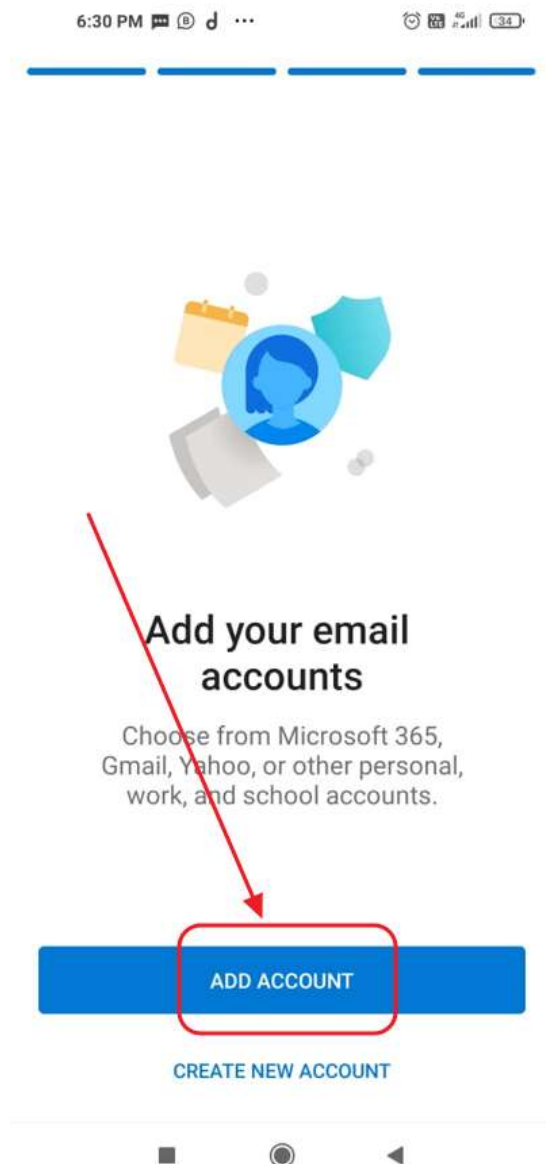
Step 2: -> Please type 'Office 365 for mobile' and click on **install** button for '**Microsoft Outlook**' as shown in below screen.


Please wait to download your software/application on your Android Phone.



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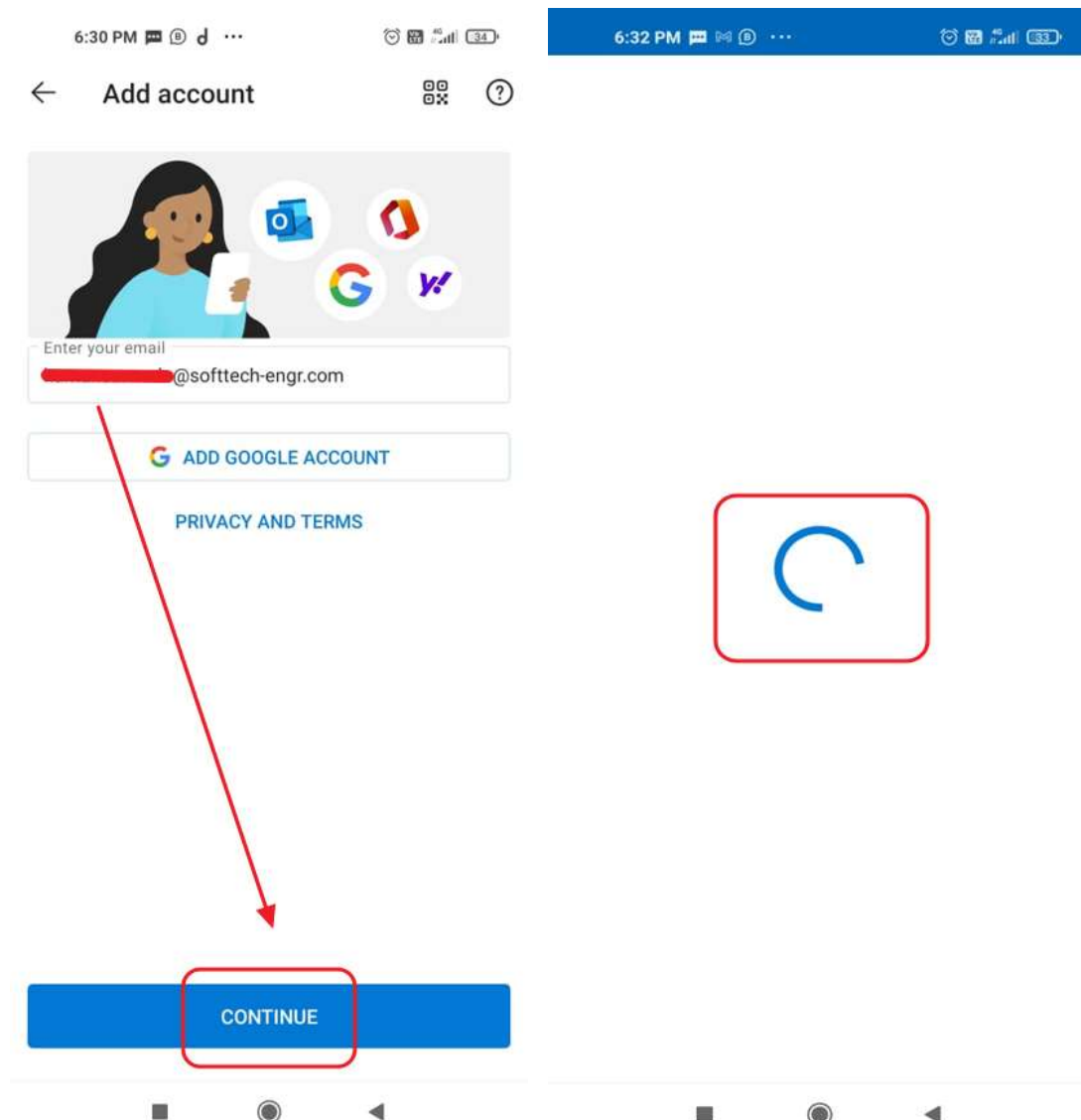
Step 3: -> Once 'Microsoft Outlook' application is installed your phone then click on '**ADD ACCOUNT**' as per shown in below screen.



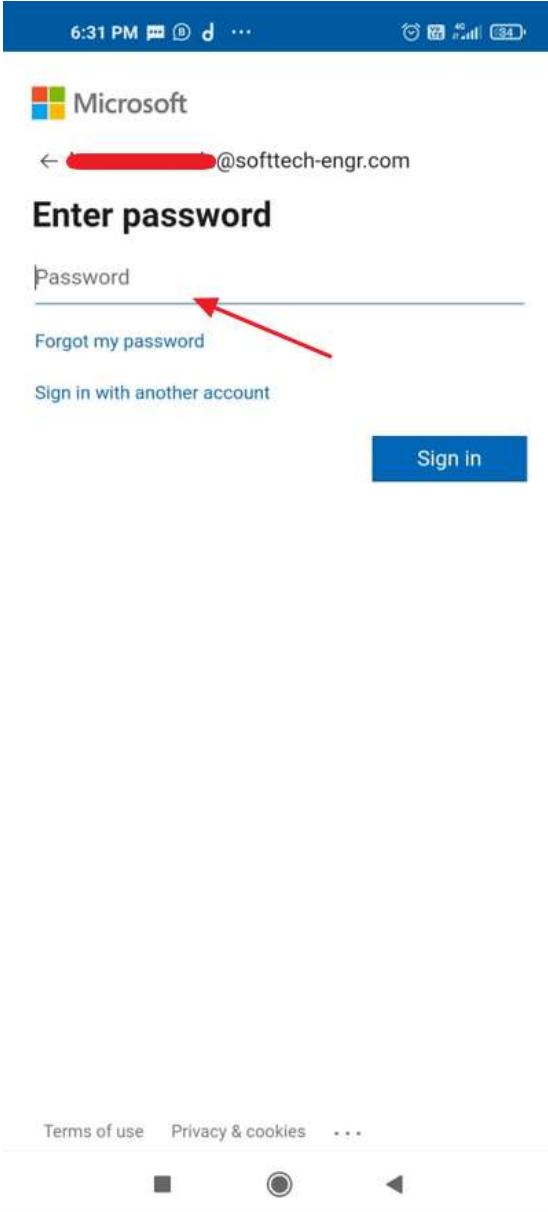
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Step 4: -> Please type your SoftTech O365 email ID and password in your password window as shown in below screen and click on '**CONTINUE**' button.

- 1) You have received the password in your personal email inbox time of joining (i.e. Yahoo/Gmail). If you are not able to find the password, please contact **SoftTech IT Helpdesk** Team and reset your password.
- 2) New password you will receive on your **SoftTech Email inbox**.



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6:31 PM

Microsoft

← [Redacted]@softtech-engr.com

Enter password

Password

[Forgot my password](#)

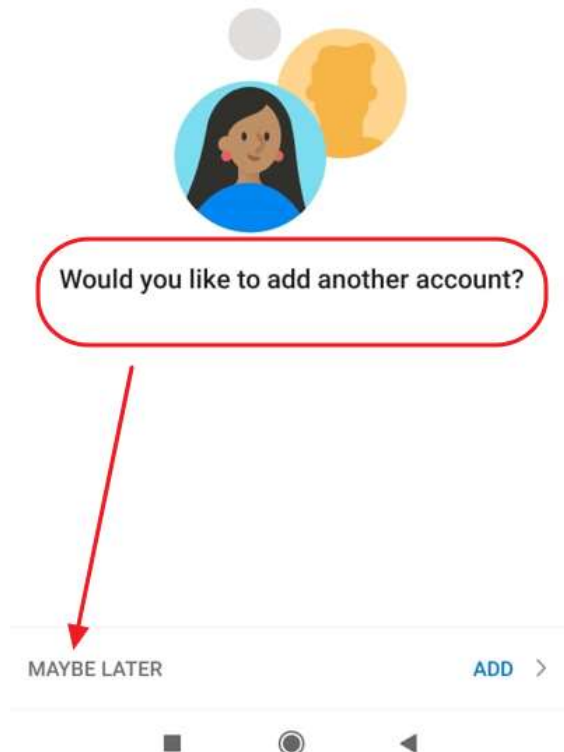
[Sign in with another account](#)

[Sign in](#)

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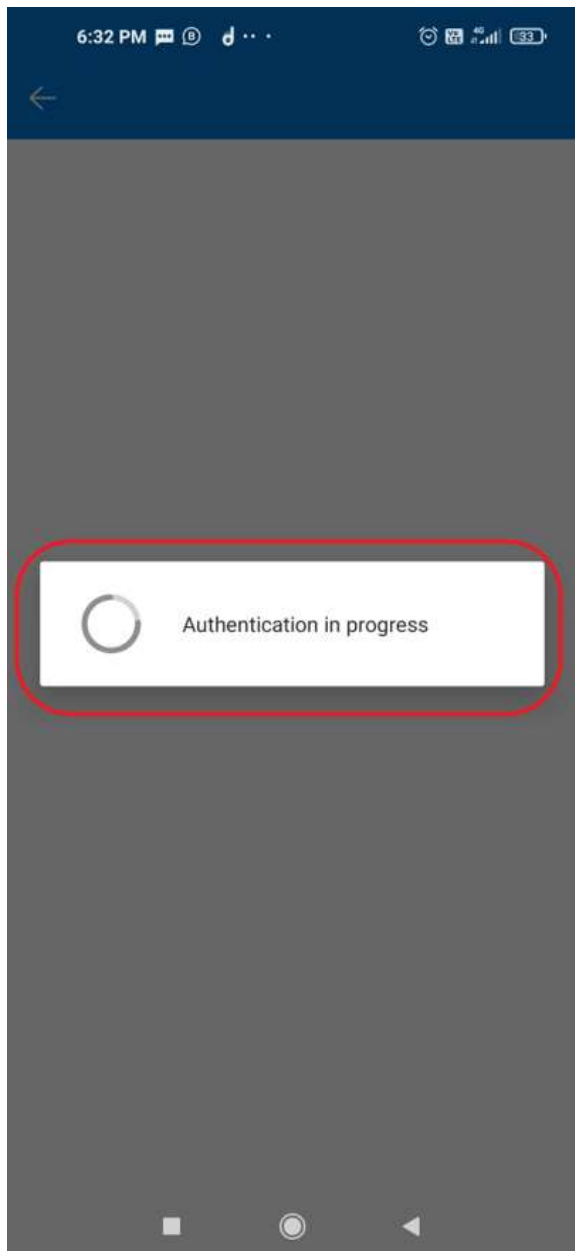
Step 5: -> Please click on '**MAYBE LATER**' button.



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Step 6: -> Please wait a few minutes and it will be successfully installed.

After a few minutes **Office 365 INBOX emails** will be able to access in your Android Phone & one **Outlook** icon will be created automatically.

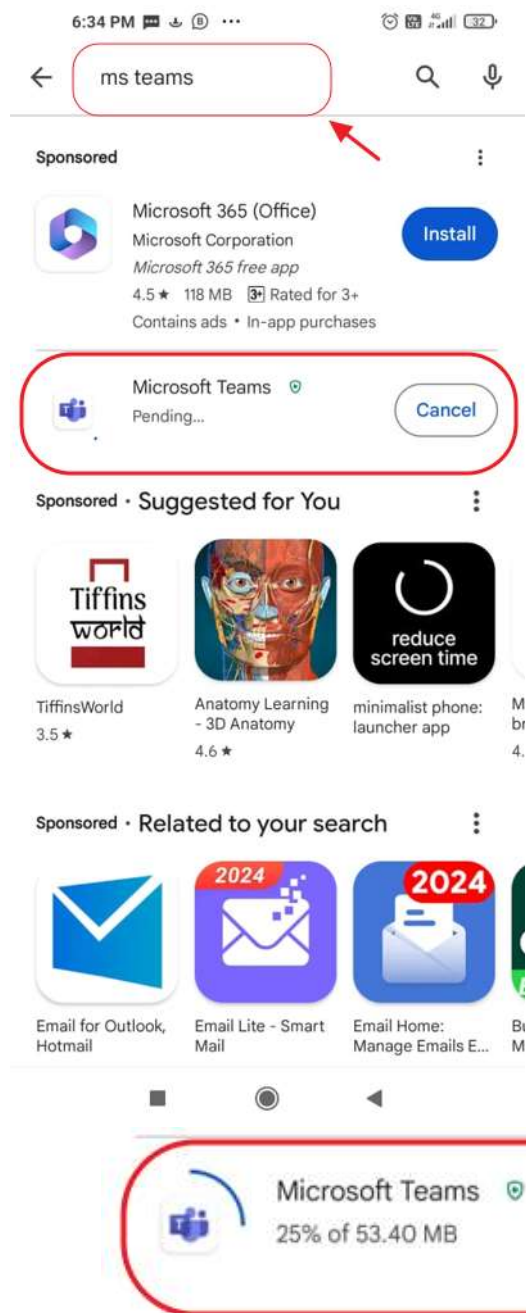


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For MS Team ->

Step 7: -> Please type '**MS Teams**' and click on **the install** button for '**Microsoft Teams**' as per shown in below screen.

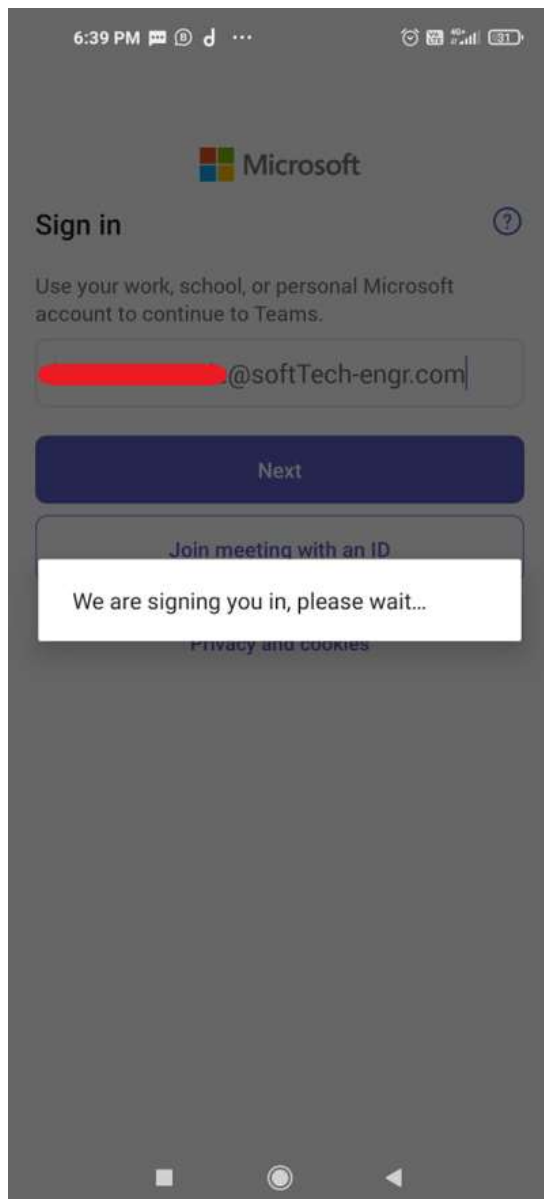
Please wait to download your application on your Android Phone.



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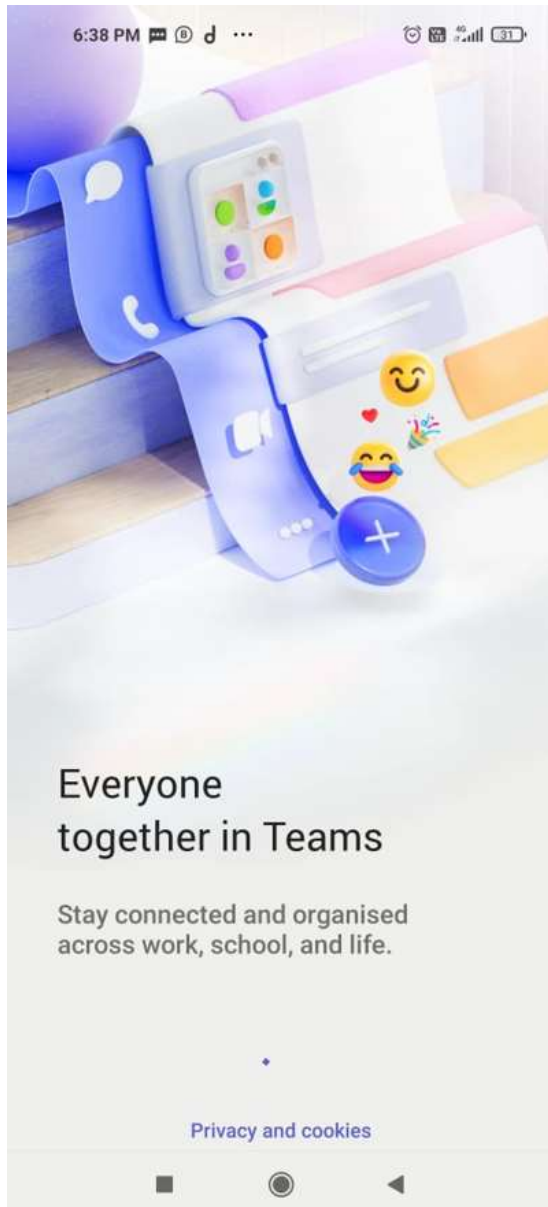
Step 8: -> Please type your SoftTech O365 email ID and password in your password window as shown in below screen.

- 1) You have received the password in your personal email inbox time of joining (i.e. Yahoo/Gmail). If you are not able to find the password, please contact **SoftTech IT Helpdesk** Team and reset your password.
- 2) New password you will receive on your **SoftTech Email inbox**.



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Step 9: -> Please go to next/continue.

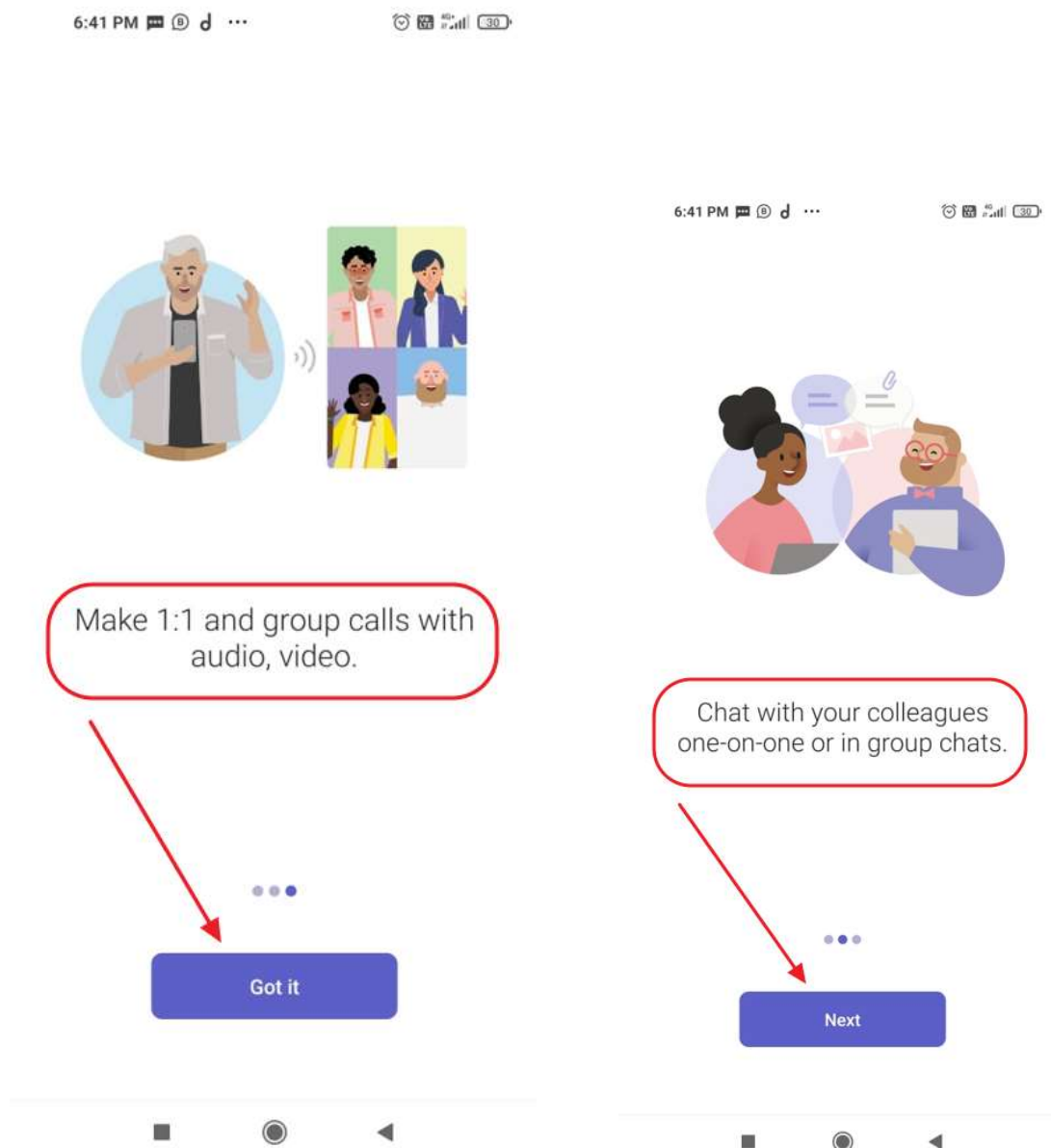


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Step 10: -> Click on '**Got it**' as shown in below screen and click on **next** button.

Please wait a few minutes and it will be successfully installed.

After a few minutes **Office 365 MS Teams** will be able to access in your Android Phone & one **Teams** icon will be created automatically.

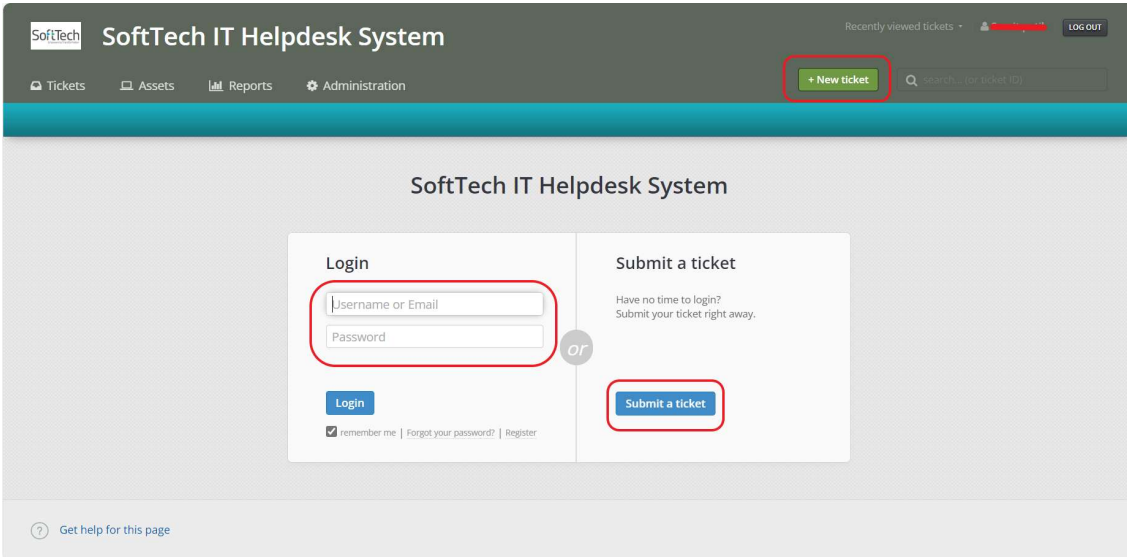


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Step 11: -> If you are finding any difficulty, and not able to complete the above shared steps. Please do not hesitate to contact the Softech IT Helpdesk Team with your service request or incident number along with your error logs/screenshot.

- 1) Please use the URL below to create your service request and incident.

<http://103.13.97.245:9092/User/Login?ReturnUrl=%2f>



Note: -

When a user's license (Office 365) is removed, all data that is associated with that user account is held for 30 days. After the 30-day grace period, the data is deleted and can't be recovered.