Zimbra Android Setup with Microsoft Outlook App

This guide explains how to download and install Microsoft Outlook, and connect to your Zimbra email account using an Android operating system device.

Note: This documentation was written using the Samsung Galaxy Tab S tablet and Android version 5.0. Your configuration may be slightly different.

Installing, Setting up, and Using the Microsoft Outlook App

With the Microsoft Outlook app, you can install, setup, and login to your Zimbra email account to access your email, calendar, files, and people from almost anywhere.

Microsoft Outlook App Installation and Setup

1. To access the Play Store, tap Play Store on the Home screen of your Android device.

2. From the Play Store, search for Microsoft Outlook app (See Figure 2).
3. Tap on the Microsoft Outlook app (See Figure 2).

4. To install the free Microsoft Outlook app, tap INSTALL.
5. Once installed, tap **OPEN** to open the *Microsoft Outlook* app.

6. Tap the **GET STARTED** button.

7. From the *Add Account* screen, type your **KSU Email Address** (See Figure 6).

8. Tap the **CONTINUE** button (See Figure 6).

9. Tap the **Exchange** button.

10. From the *Connect Exchange* screen, type your **KSU Email Password** (See Figure 8).

11. Tap the **Check Mark** button (See Figure 8).
12. From the *Add another account* screen, tap the **MAYBE LATER** button.

![MAYBE LATER Button](image)

**Figure 9 - Maybe Later**

13. From the *Focused Inbox* screen, tap the **SKIP** button.

![SKIP Button](image)

**Figure 10 - Skip Focus Inbox**

14. You are now signed into your Zimbra email in the *Microsoft Outlook* app.

![Signed into Zimbra in the Microsoft Outlook App](image)

**Figure 11 - Signed into Zimbra in the Microsoft Outlook App**

**Using the Microsoft Outlook App**

1. Tap **Apps** on the *Home* screen of your device.

![Apps Button](image)

**Figure 12 - Apps Button**

2. Tap the **Outlook** app.

![Outlook Button](image)

**Figure 13 - Outlook Button**
3. When you open *Outlook*, you will go straight to your **Inbox** (See Figure 14).
4. From the **Inbox**, you can do the following (See Figure 14).
   a. **Menu Icon** - Access Mail and folders, **Calendar**, **Files**, and **People**.
   b. **Search** - Type the name of a person to locate a contact or emails from that contact, or type text that you want to search for to find a particular message.
   c. **Inbox list** - Displays how many messages there are in a conversation and how many are unread, or if there is an attachment, flag, or category associated with the messages.
   d. **New email** - Create a new email.

![Figure 14 - Microsoft Outlook App](image)