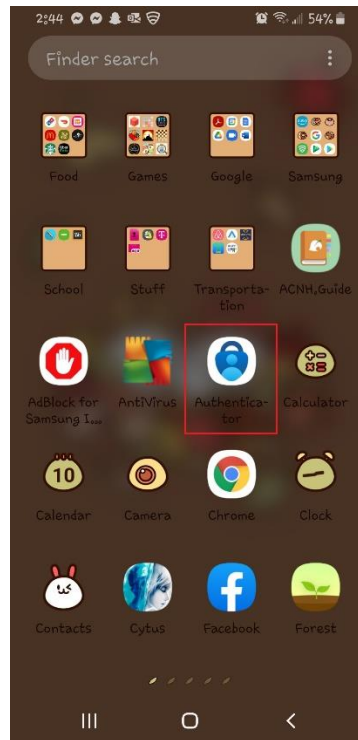
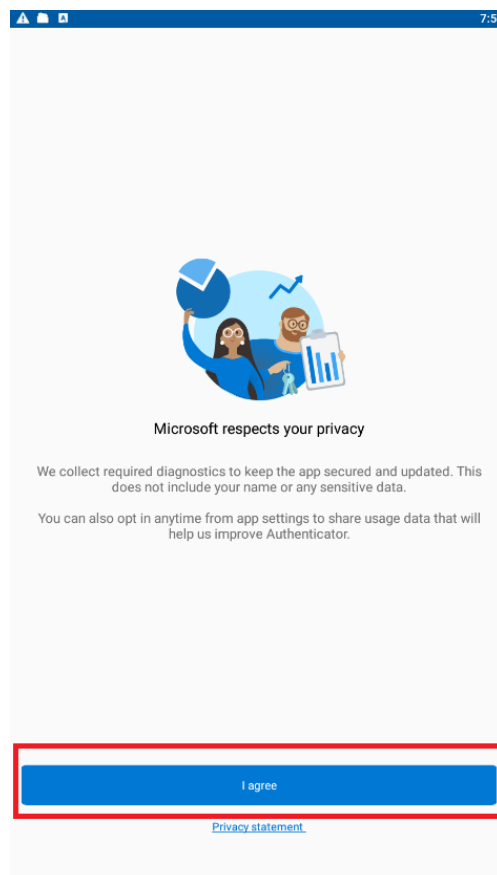


Outlook Instructions for Android

1. Open up **Authenticator** on your Android Device.



2. Click on **I agree**



3. Select the second option: **Add work or school account**

[Skip](#)



Peace of mind for your digital life

Secure your accounts with multi-factor authentication.

Sign in with Microsoft

Add work or school account

Scan a QR code

QR code will be shared by your account provider (e.g Microsoft, Google, Facebook) or organization

[Restore from backup](#)

- 4. Log in with your Stony Brook Medicine Email Credentials
- 5. Once logged in, it will ask you to approve sign in request. If you have another device that can approve sign in, then approve sign in on that device. If you don't have another device, then click **on I can't use my Microsoft Authenticator app right now.**



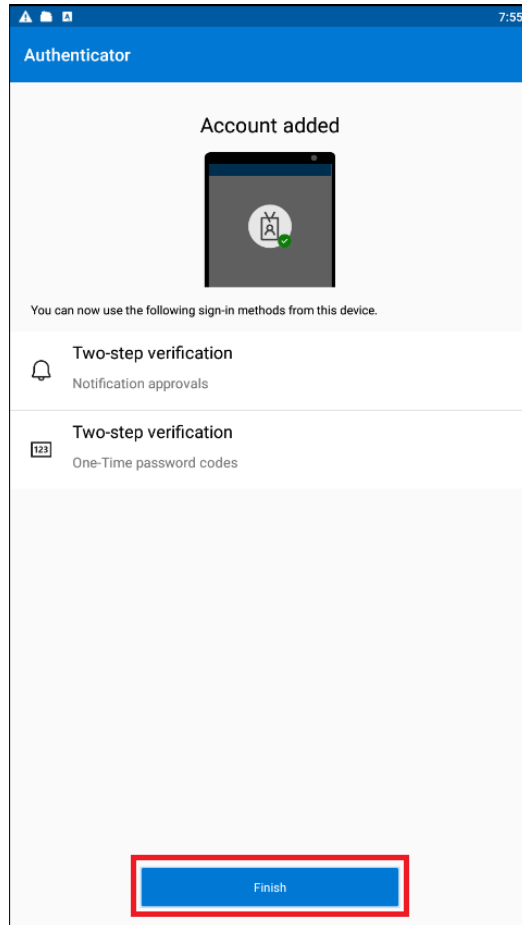
elizabeth.shi@stonybrookmedicine.edu

Approve sign in request

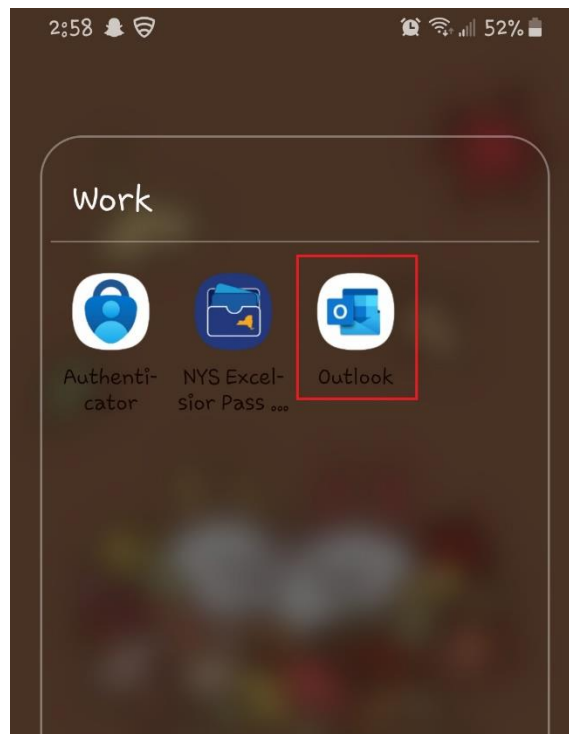
Open your Microsoft Authenticator app and approve the request to sign in.

I can't use my Microsoft Authenticator app right now

6. It will ask you to **Verify your identity**. Please select one of the given options to verify your identity.
7. Then click **Finish**



8. If you have any difficulties with MFA, then please call the Help Desk at 4-HELP.
9. Next return back to your phone homepage and click on **Outlook**



10. Next click on **Add Account** located on the bottom

One calendar for everything

Stay organized with your work and personal calendars in one place.

ADD ACCOUNT

CREATE NEW ACCOUNT



11. Next it will prompt you to activate device administration on your device. Please click **Activate**.



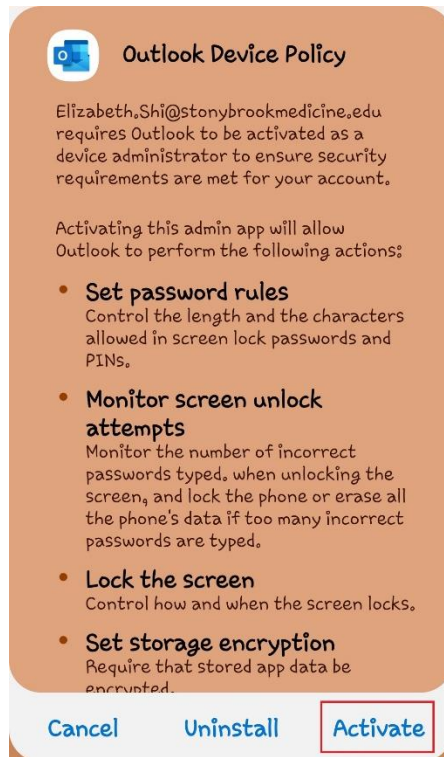
Activate device administrator

Elizabeth.Shi@stonybrookmedicine.edu requires Outlook to be activated as a device administrator to ensure security requirements are met for your account.

ACTIVATE

REMOVE ACCOUNT

12. Then click on **Activate** located on the bottom right.



Outlook Device Policy

Elizabeth.Shi@stonybrookmedicine.edu requires Outlook to be activated as a device administrator to ensure security requirements are met for your account.

Activating this admin app will allow Outlook to perform the following actions:

- **Set password rules**
Control the length and the characters allowed in screen lock passwords and PINs.
- **Monitor screen unlock attempts**
Monitor the number of incorrect passwords typed, when unlocking the screen, and lock the phone or erase all the phone's data if too many incorrect passwords are typed.
- **Lock the screen**
Control how and when the screen locks.
- **Set storage encryption**
Require that stored app data be encrypted.

[Cancel](#) [Uninstall](#) [Activate](#)

13. Then click on **Maybe Later** located on the bottom left. This should lead you to your Outlook Account.



Would you like to add another account?

[MAYBE LATER](#)

[ADD >](#)