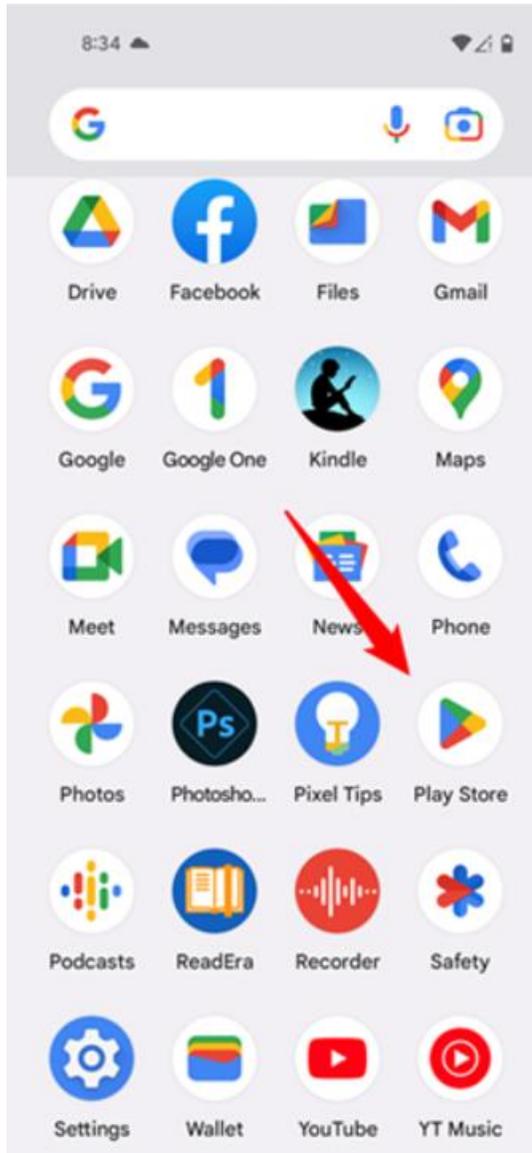


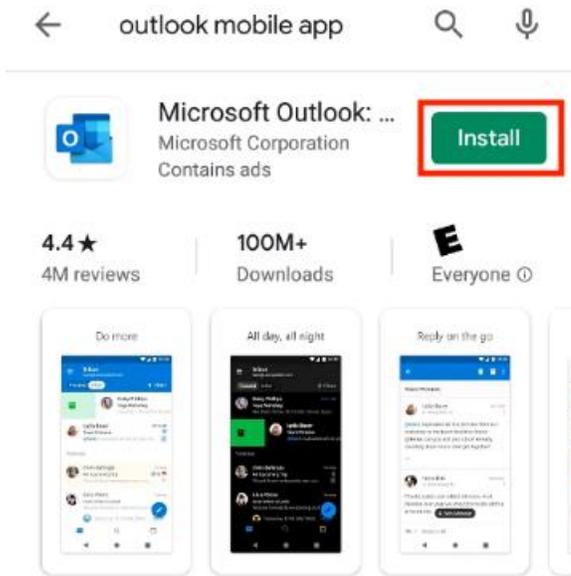
Android Active Sync

Android Active Sync Instructions for Phone Outlook App

1. On an Android device, go to the Google Play Store



2. Search for **Outlook**, and install the Outlook app.



Send secure mail and files with ease. Organize your contacts & weekly schedule.

3. Open the app, tap **Add Account**, and choose to allow notifications.



Welcome to Outlook

Bring all your emails, contacts,
files and calendars together.

ADD ACCOUNT

CREATE NEW ACCOUNT



4. Enter your County email address, then tap Continue.



Enter your email

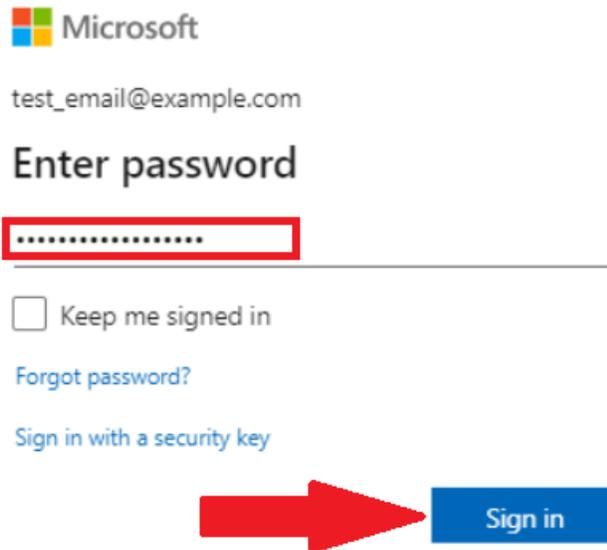
 [ADD GOOGLE ACCOUNT](#)

[PRIVACY AND TERMS](#)



[CONTINUE](#)

5. Enter your County password, and tap **Sign in**.



Microsoft

test_email@example.com

Enter password

.....

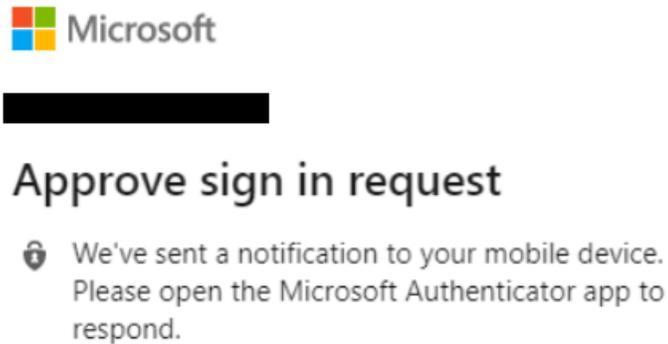
Keep me signed in

[Forgot password?](#)

[Sign in with a security key](#)

[Sign in](#)

6. Approve sign in request based on your chosen authentication method i.e app push, text message or phone call.



Microsoft

████████████████████

Approve sign in request

 We've sent a notification to your mobile device.
Please open the Microsoft Authenticator app to respond.

53

Having trouble? [Sign in another way](#)

[More information](#)

7. On your mobile device, enter number provided for approval request. Then tap YES.



Are you trying to sign in?

County of York, Virginia
@yorkcounty.com

Enter the number shown to sign in.

Enter number here

 YES

NO, IT'S NOT ME

I CAN'T SEE THE NUMBER

8. Unlock screen if prompted



9. Optionally, you can add more accounts, or tap **Maybe Later** if you are done.



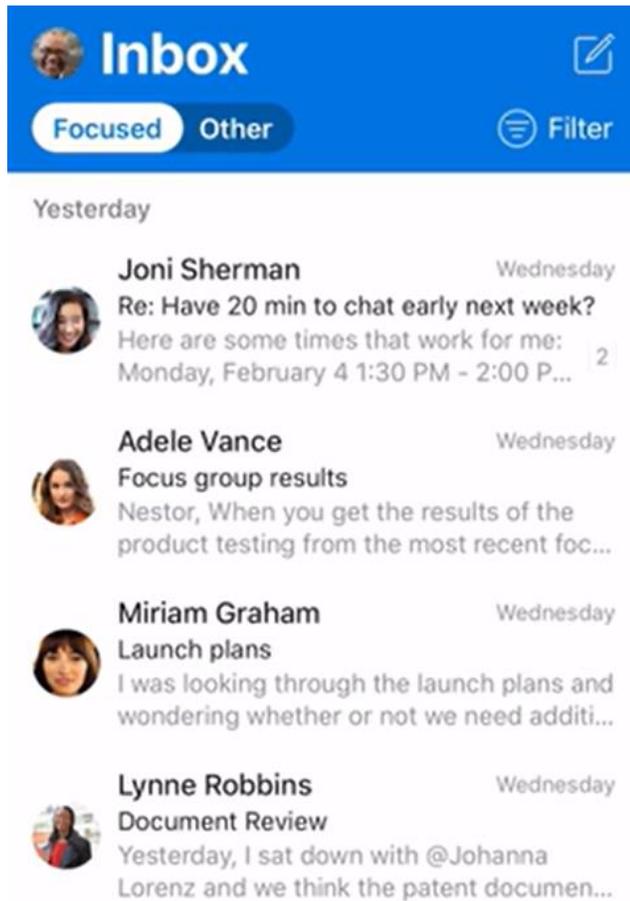
Would you like to add another account?

MAYBE LATER



ADD >

10. After swiping through the guided tour, you will see your email.



The screenshot shows an email inbox interface. At the top is a blue header bar with the word "Inbox" in white, a profile picture icon on the left, and a pencil icon on the right. Below the header are two tabs: "Focused" (selected) and "Other". To the right of the tabs is a "Filter" button with a hamburger menu icon. Below the header, the date "Yesterday" is displayed. The inbox contains four email entries, each with a profile picture, a name, a subject line, and a snippet of the email body. The first entry is from Joni Sherman, dated Wednesday, with the subject "Re: Have 20 min to chat early next week?" and a snippet "Here are some times that work for me: Monday, February 4 1:30 PM - 2:00 P...". The second entry is from Adele Vance, dated Wednesday, with the subject "Focus group results" and a snippet "Nestor, When you get the results of the product testing from the most recent foc...". The third entry is from Miriam Graham, dated Wednesday, with the subject "Launch plans" and a snippet "I was looking through the launch plans and wondering whether or not we need additi...". The fourth entry is from Lynne Robbins, dated Wednesday, with the subject "Document Review" and a snippet "Yesterday, I sat down with @Johanna Lorenz and we think the patent documen...".

Inbox

Focused Other Filter

Yesterday

Joni Sherman Wednesday
Re: Have 20 min to chat early next week?
Here are some times that work for me:
Monday, February 4 1:30 PM - 2:00 P... 2

Adele Vance Wednesday
Focus group results
Nestor, When you get the results of the
product testing from the most recent foc...

Miriam Graham Wednesday
Launch plans
I was looking through the launch plans and
wondering whether or not we need additi...

Lynne Robbins Wednesday
Document Review
Yesterday, I sat down with @Johanna
Lorenz and we think the patent documen...