

Install Outlook Mobile for CPCS Email on Android Devices

1

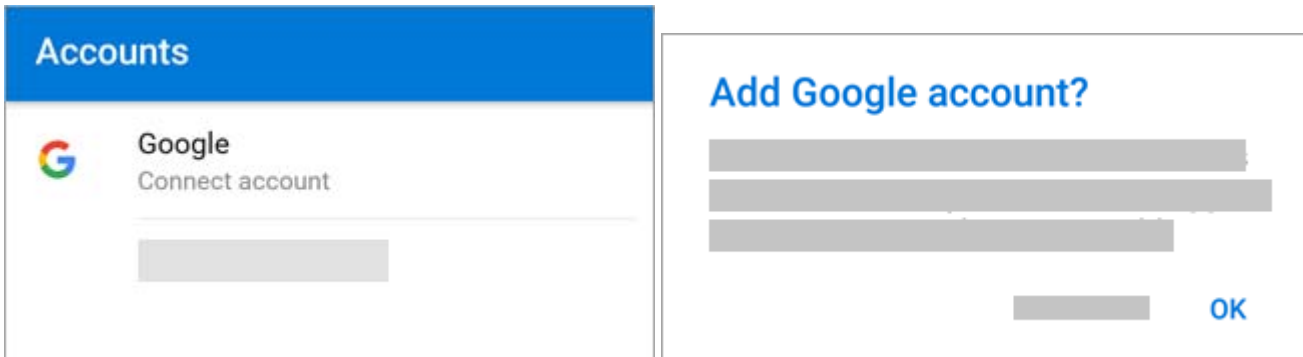
Install the **Outlook for Android** app from the [Google Play Store](#) and then open it.

Tap **Get Started** if this is your first time.

Otherwise, to add another email account, open the **Menu**  > **Settings**  > **Add Account** > **Add Email Account**. Then skip to step 4 under [Set up another email account](#) below.

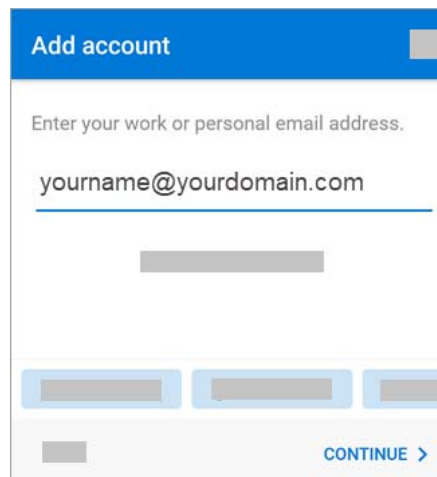
2

Outlook may detect your Google accounts. Tap **Skip**



3

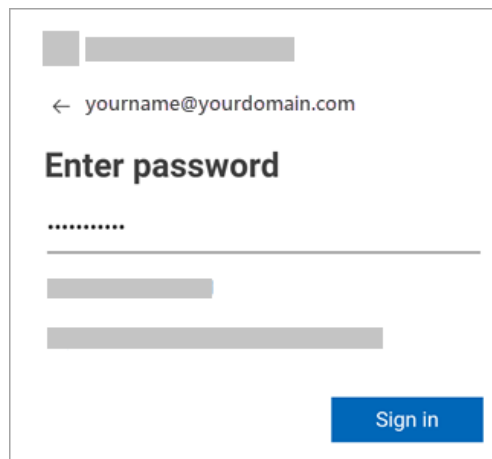
Enter your full CPCS email address, then tap **Continue**.



4

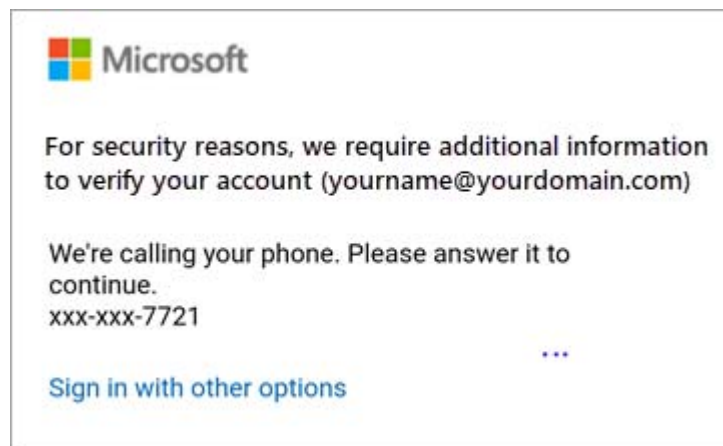
Enter your email account password and tap **Sign In** or **Next**.

Note: This is the password you would use to access your desktop when at the office



5

If multi-factor authentication is enabled, verify your identity.



You have successfully configured Outlook to receive CPCS email.

You need to wait up to 30 minutes for your device to greenlight and for mail to begin flowing to your device.

If mail does not begin to flow after a half hour or if you have any further questions or concerns, please reach out to the IT department by sending an email to helpdesk@publiccounsel.net