

Microsoft Outlook: Configuring Android Devices

Users should access their Beaumont email from a mobile device using the Microsoft Outlook application only. Using any other email application results in a blocked email message. If the user receives this message, they must confirm no other email applications contain their profile.

Users can delete the current email account on their iPhone/iPad by tapping Settings, then Mail, Contacts, and Calendars. Tap the Beaumont/Exchange account, and then tap Delete Account.

This article covers how Beaumont members can set up the Microsoft Outlook app on their Android device with their Beaumont Office365 email.

Setup Android for New Beaumont Health Exchange

1. Tap App Store.



2. Search for and download **Microsoft Outlook**.

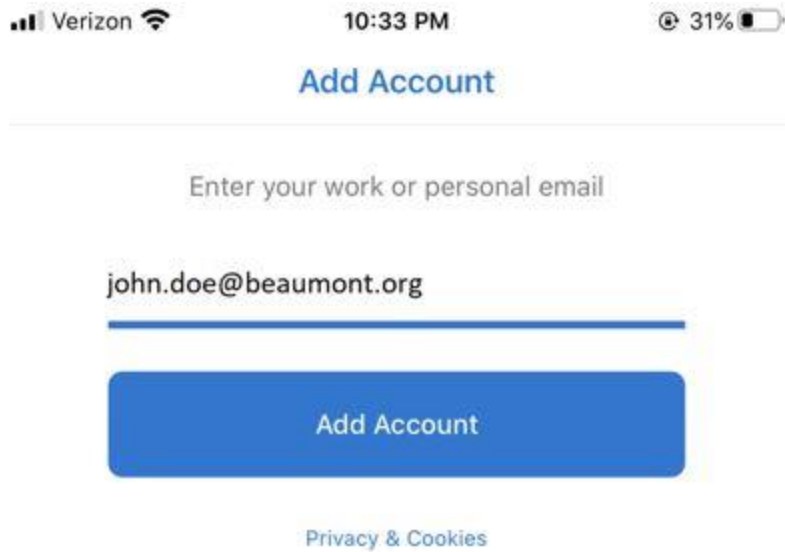


3. Tap to open the **Outlook** app.



4. **Enter Beaumont email address.** Tap Add Account.

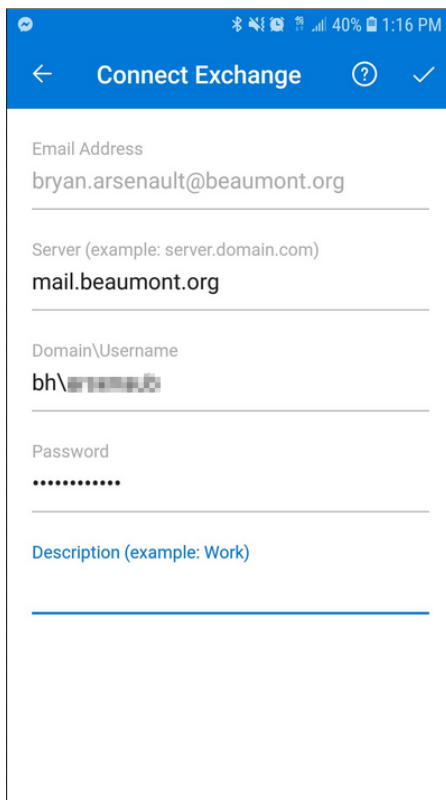
Note: Use firstname.lastname@beaumont.org; e.g., john.doe@beaumont.org. **Do not** use @contractor.beaumont.org **or** @beaumont.edu



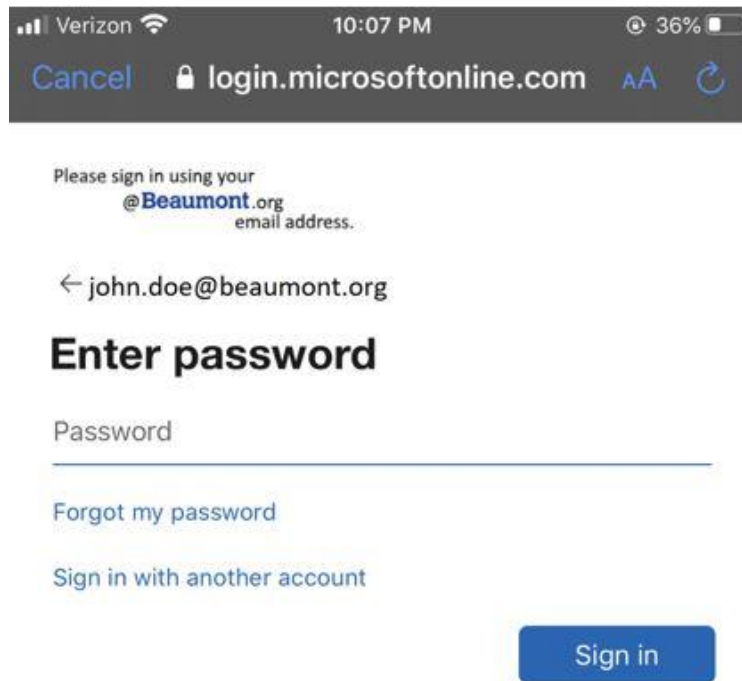
If prompted, **add server and domain info:**

- Server: mail.beaumont.org

- Domain: bh\<userID>

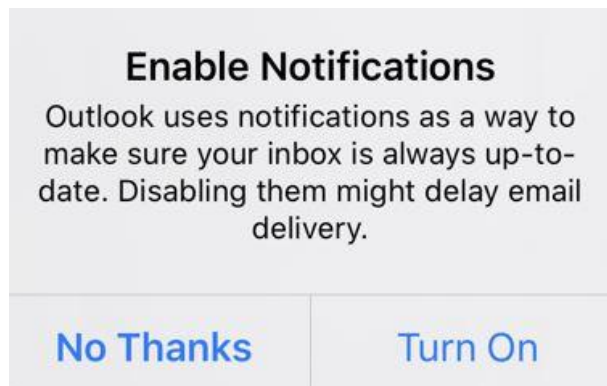


5. **Enter Beaumont network login password.** Then tap Sign in or Next.



The screenshot shows the Outlook App login interface. At the top, the status bar displays 'Verizon', signal strength, Wi-Fi, time '10:07 PM', and battery '36%'. Below the status bar is a dark header with 'Cancel' in blue, a lock icon, the URL 'login.microsoftonline.com', and 'AA' and refresh icons. The main content area has the text 'Please sign in using your @Beaumont.org email address.' with '@Beaumont.org' in blue. Below this is a back arrow and the email 'john.doe@beaumont.org'. The title 'Enter password' is in bold. There is a 'Password' input field with a blue underline. Below the input field are two links: 'Forgot my password' and 'Sign in with another account'. At the bottom right is a blue 'Sign in' button.

6. Outlook App should now be configured to receive email. Select to **Enable Notifications** (optional).



The screenshot shows a dialog box titled 'Enable Notifications'. The text inside reads: 'Outlook uses notifications as a way to make sure your inbox is always up-to-date. Disabling them might delay email delivery.' At the bottom are two buttons: 'No Thanks' and 'Turn On'.