Android/Pixel Devices:
There are two options to access e-mail on your mobile device.
- Option 1. Native E-mail App
- Option 2. Outlook App

Please follow the directions for the option you prefer.

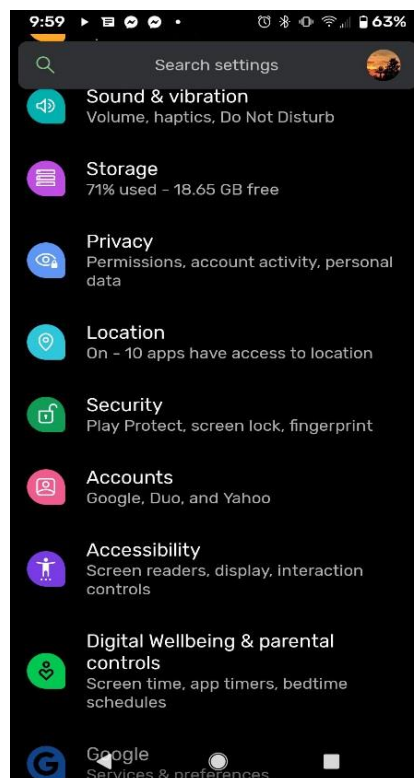**OPTION 1. NATIVE E-MAIL CLIENT RECONFIGURATION DIRECTIONS:**
If you would like to use the native e-mail app (where e-mail, calendar, and contacts are integrated into the phone or tablet) please follow the instructions below to remove the previous account first and reinstall your e-mail profile.
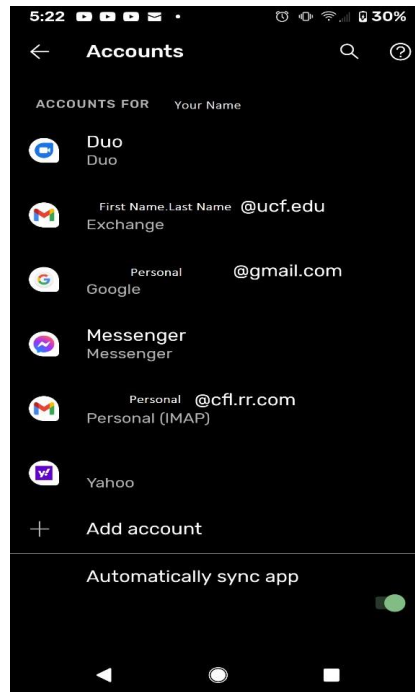
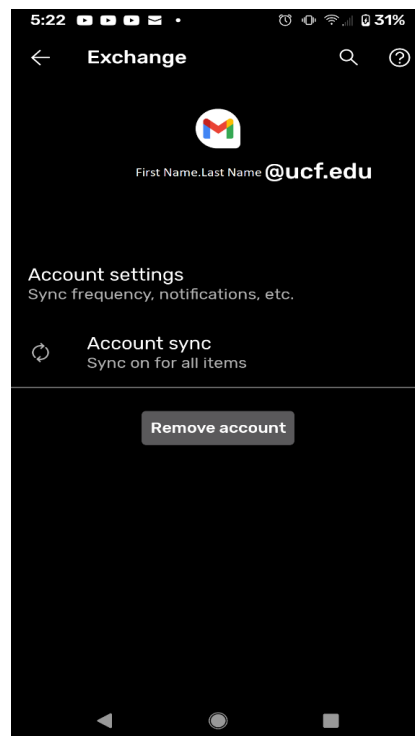## Removing existing e-mail profile
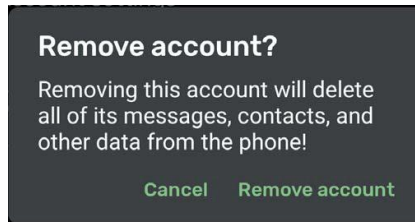1. Go to "Settings"

2. Tap on "Accounts"

3. Tap on your name@ucf.edu account
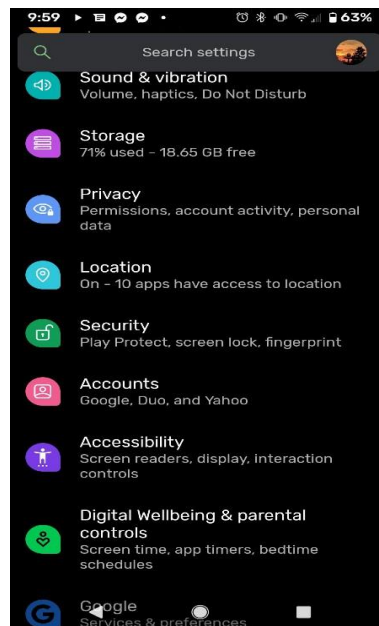

4. Tap "Remove Account"

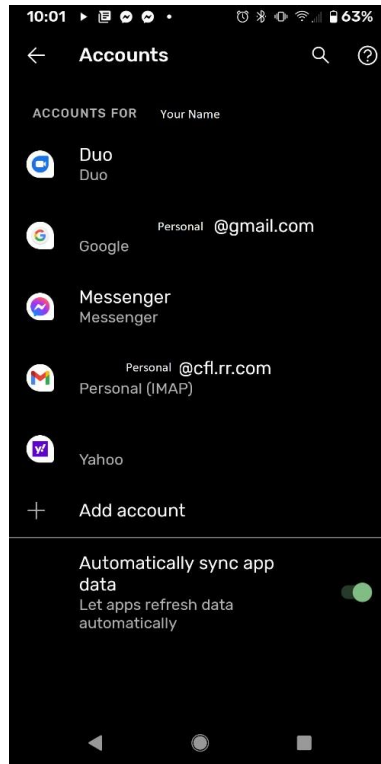5. Confirm to "Remove Account"
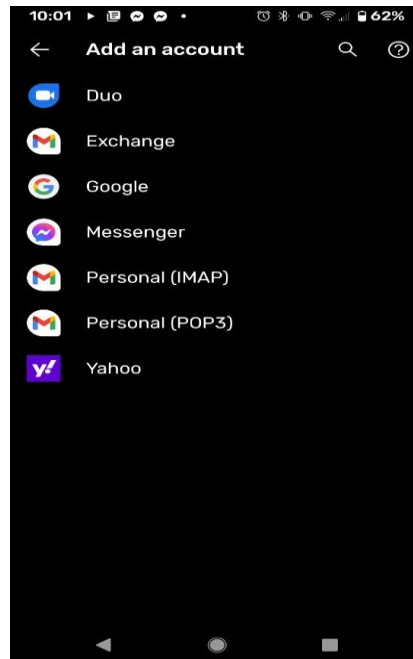

Adding new e-mail profile
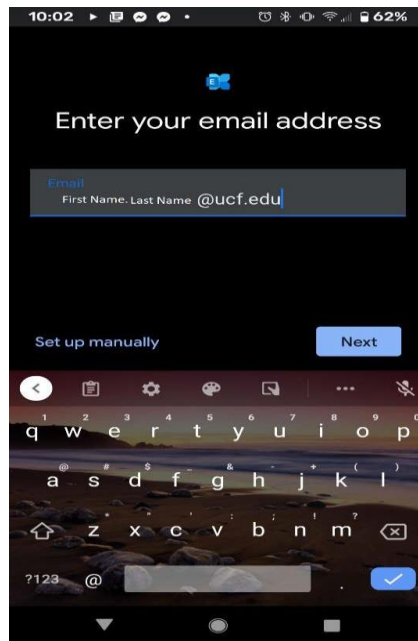1. Go to "Settings"

2. Tap on "Accounts"
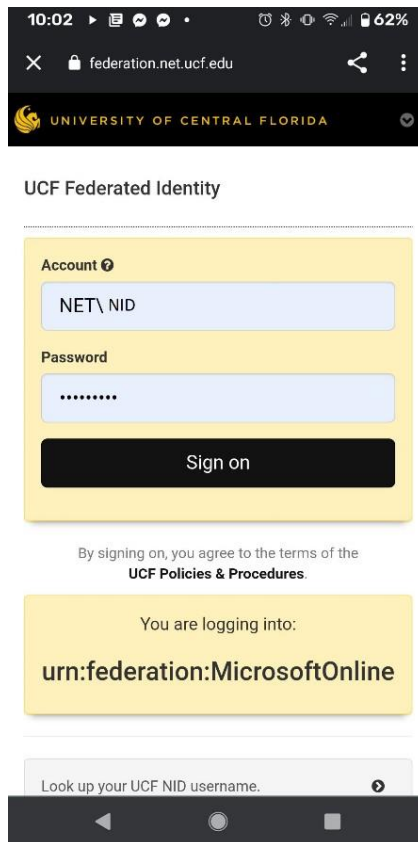
3. Tap on "Add Account"
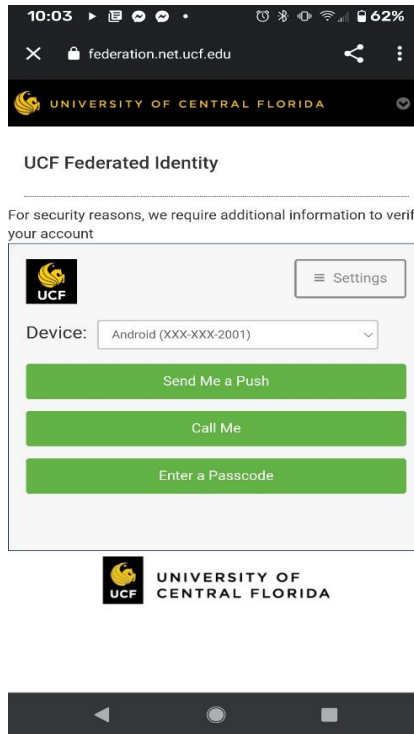

4. Select "Microsoft Exchange"
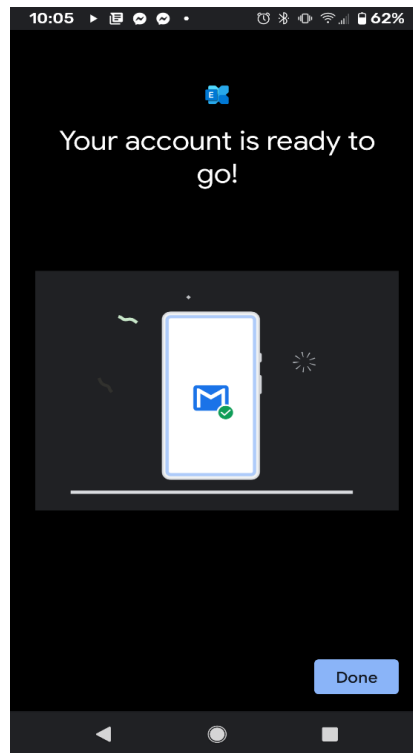
5. Enter your E-Mail address and "Select Next"

6. Sign in with your NID and NID password on the Federated Identity page

7. MFA will prompt you for a second authentication. The simplest option is "Send Me a Push," but you may instead choose "Call Me" or "Enter a Passcode."

8. Your account is ready to go! (NOTE: You might be asked to strengthen your PIN code.)
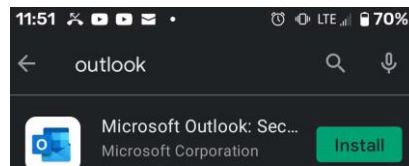
OPTION 2 - Outlook App CLIENT RECONFIGURATION DIRECTIONS:
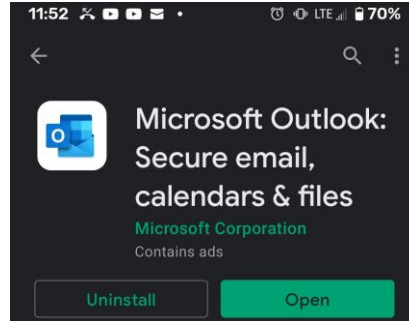
Installing Outlook App
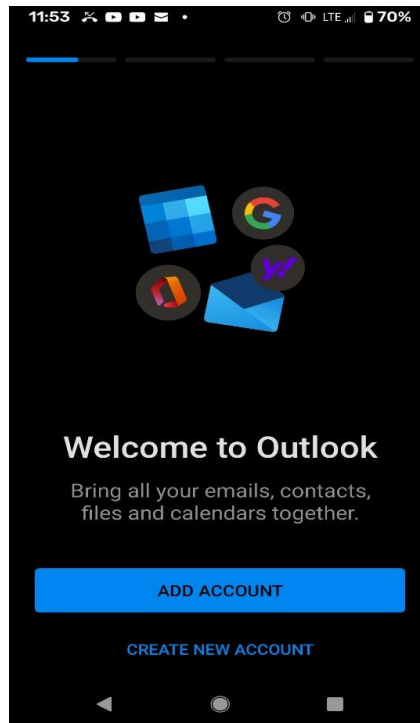
1. Open play store

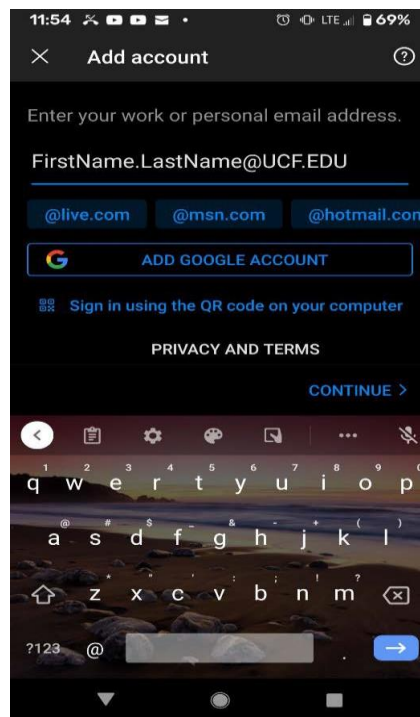2. Type "Outlook" to search and select "Install" for Microsoft Outlook

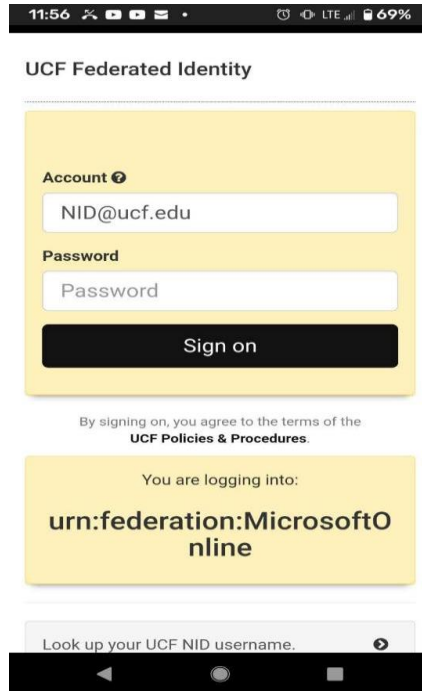3. Once the Install is complete; Select "Open"

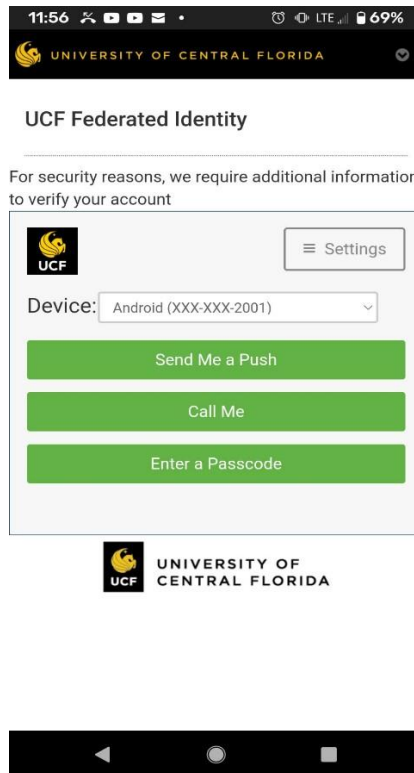5. From the Welcome to Outlook screen, select "Add Account"
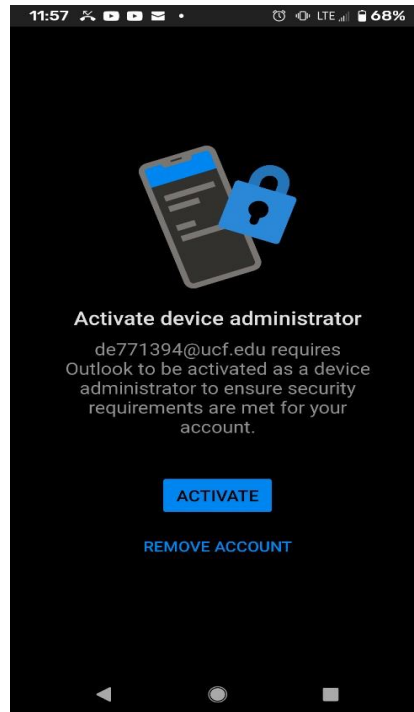

6. Type your UCF e-mail

7. UCF Federated Identity: type your NID and your NID password

8. MFA will prompt you for a second authentication. The simplest option is "Send Me a Push," but you may instead choose "Call Me" or "Enter a Passcode."

9. Activate your account on your device

10. Read Outlook Device Policy and select "Activate this device admin app"

11. Would you like to add another account? Select "Maybe Later"