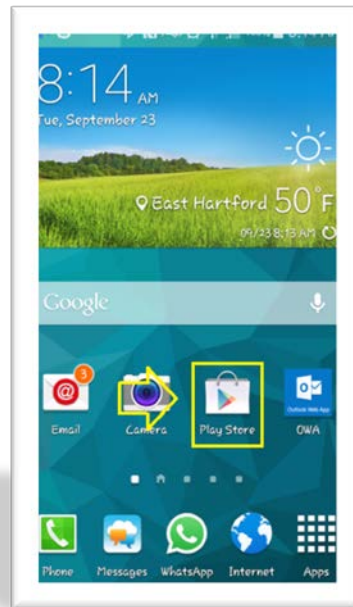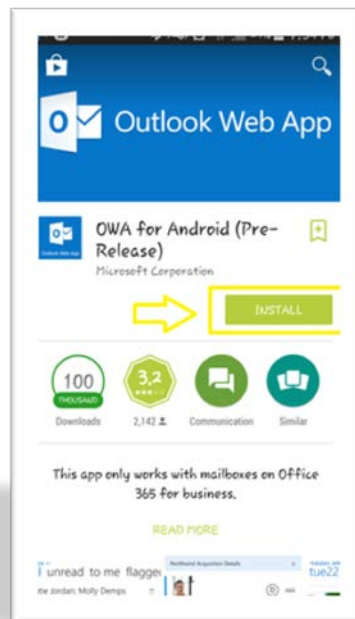# OUTLOOK WEB APP(OWA) FOR ANDROID SETUP

This document is to inform you on how to setup your email on your Smart phone.
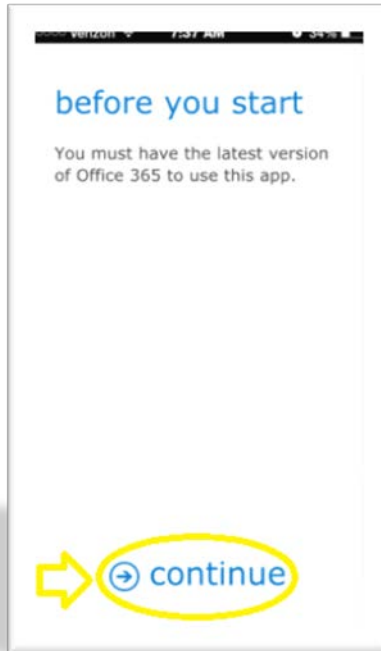
1. **Open The Play store**

2. **On the search bar, type OWA, download and click open once the installation has completed.**

3. **Once you have downloaded the app, you will be prompted to click Continue.**

before you start

You must have the latest version of Office 365 to use this app.

⟶ continue

4. **Next type your username and password. Here is an example on how to login.**
   Username: StudentID@student.goodwin.edu
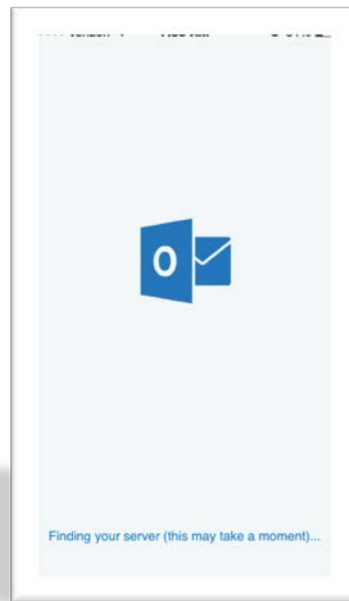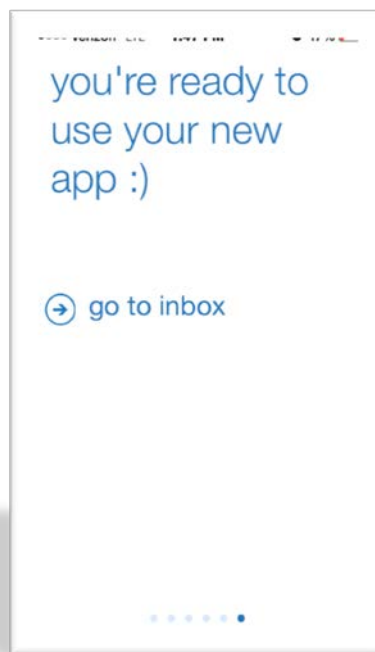   **Password: Sonisweb PIN**

Student ID:

Sonisweb PIN:

Email address:

CA9994567@student.goodwin.

Password:

••••••

☐ Show password

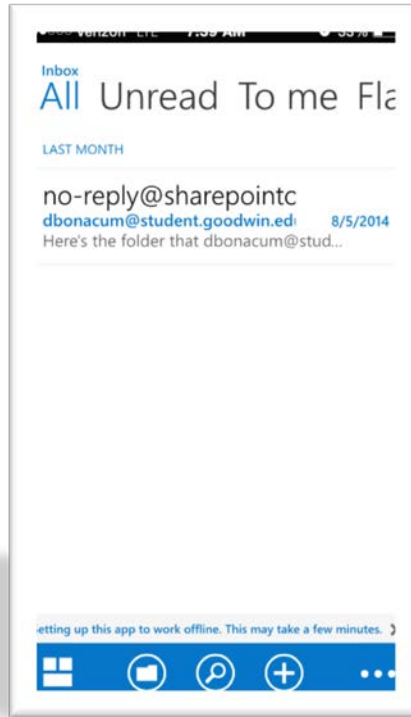Your account information will be saved.

⟶ sign in

5. **After you've clicked on the sign in button, it will bring you to the following screen: Finding your server (this may take a moment)….**

6. **Once the connection has been established. You will be taken to a series of helpful tips asking you to swipe to the next page. At the last page, it will ask you to go to inbox.**

7. **Once you've clicked on Inbox, it will take you to your student email.**

8. END