Email - How to Add or Remove your WSU Email Account on the Outlook App for Android

The first time you open the Outlook App, you will need to sign in with your WSU Email Address and then your WSU Network ID and Password on the WSU Login Page the first time you run the app after installation. Doing this should setup your WSU Email Account in the Outlook App.

You will be asked to verify your Multi-Factor Authentication you setup with the Password Management System (it will be the same authentication type you use for MFA when you normally login to MyWSU).

---

Removing an account

1. Start the Outlook app.
2. At the top left, select the menu icon, tap **Settings**.
3. Tap the account you would like to remove/delete.
4. A new window will appear. Tap **Delete Account**.
5. A small menu will appear, tap **Delete**.
6. Fully quit the application.