

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

Questions:

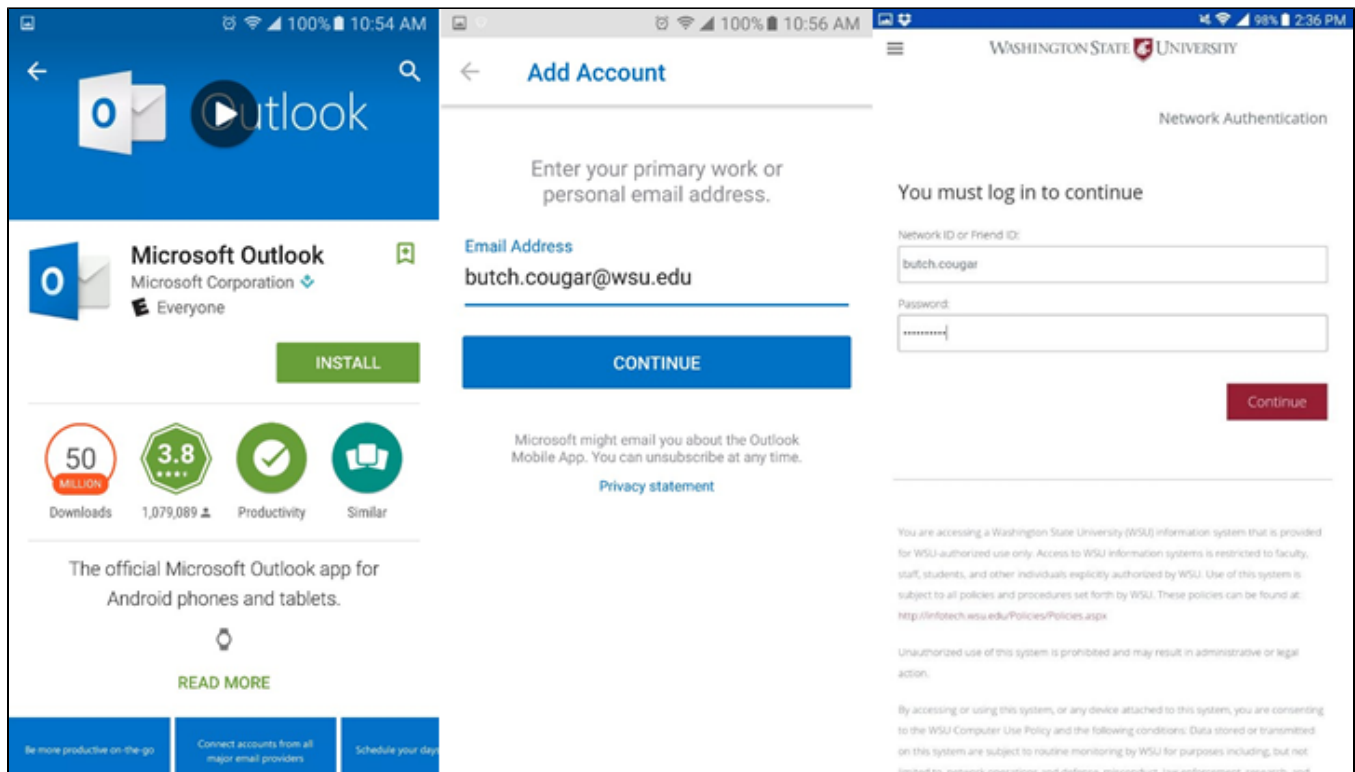
How do I setup my WSU email account on the Outlook app for Android?

How do I remove my WSU email from the Outlook app?

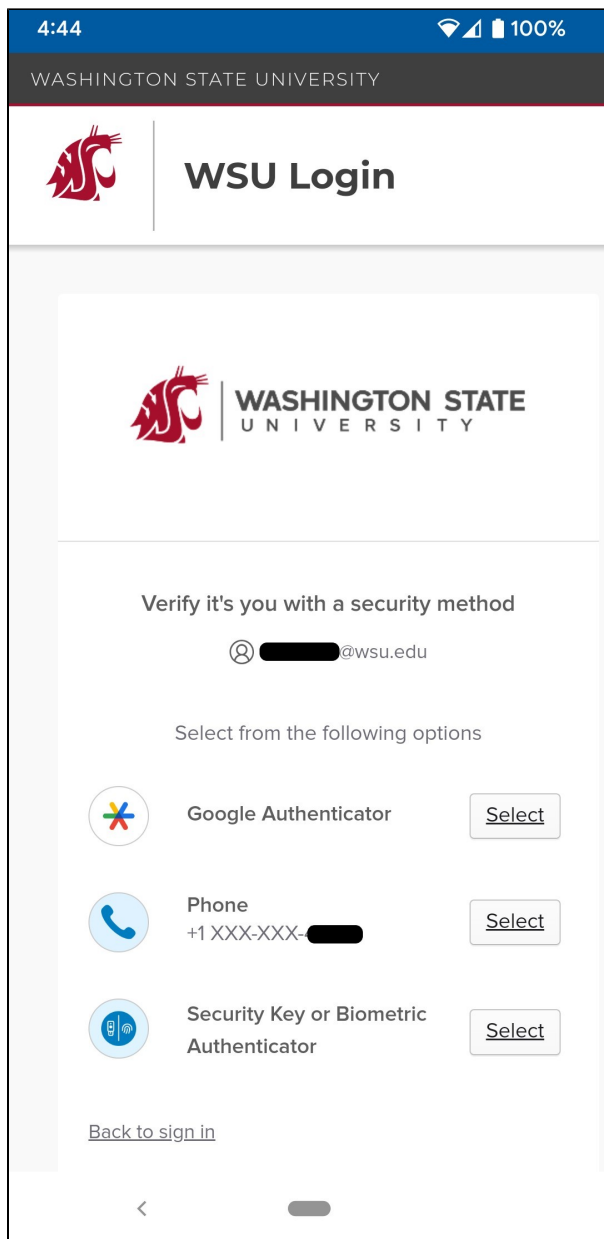
Answer:

Add your WSU Email Account on the Android Outlook App:

The first time you open the Outlook app on your Android device, you will need to enter your WSU email address and sign in with your WSU Network ID and password on the WSU Network Authentication page. Successfully completing this initial login process will set up your WSU email account in the Outlook app.



Complete multi-factor authentication (MFA) with your preferred security method. This security method can be the same authentication option you use when you access myWSU, Canvas, Workday, or other WSU services.



Remove your WSU Email Account on the Android Outlook App:

1. Open the Outlook app on your Android device.
2. Select the **Menu** icon on the the upper left corner of your screen and tap **Settings**.
3. Tap the email account you would like to remove or delete.
4. A new window will appear. Tap **Delete Account**.
5. A small menu will appear. Tap **Delete**.
6. Quit the app completely and re-open to confirm that the email account was removed/deleted.