



Mobile Device Pairing – Quick Reference Guide

Please download the Microsoft Outlook App for your mobile device:

Step 1:

- On your **iOS** device, iPhone or iPad, select the **App Store** icon. Type Microsoft Outlook in the search box to find the Outlook for **iOS** app.
 - Select the Microsoft Outlook app in the search results, select Get, and then select **Install**.
- On your **Android** phone or tablet, go to the **Google Play Store** and type Microsoft Outlook in the search box. You can also use the **Google Play Store** search widget to search for the app.
 - In the search results, select the Microsoft Outlook app, and then select **Install**.

Note: The following instructions will be identical for either device.

Step 2:

- Once the app is installed:
 - Open the app and enter your student email address and select **“Sign In”**.
 - You will then see the **TSU O365 Sign In page**.
 - Enter your password and select **“Sign In”**.

Note: Remove the previous Gmail pairing (Optional) once you determine you no longer need the email, calendars, or contacts.

- Additional resources are available below:

Instructional Videos

- [How to Login - Office 365](#)
- [How to Install - Office 365](#)
- [How to Login - GMAIL](#)
- [How to Transfer - GSuite Documents to OneDrive](#)

GET IT HELP
The IT Service Center is open 24/7/365
for your convenience.
Email: ITServiceCenter@tsu.edu
Self-Service: <http://ITServiceCenter.tsu.edu>
Call: 713-313-4357 or 713-313-HELP