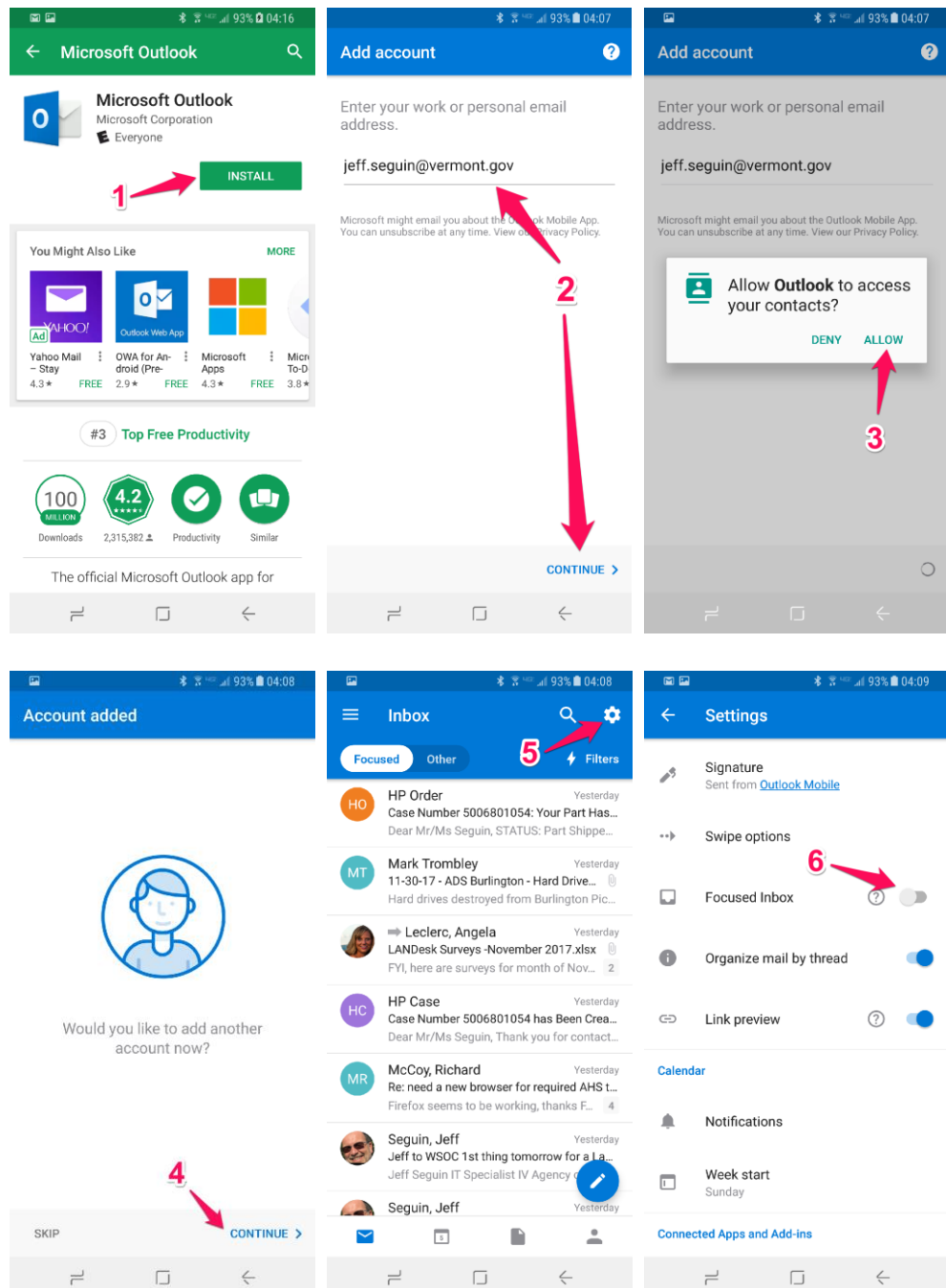


How to set up your State Outlook Exchange account on a State provided Android phone or Android tablet using the Microsoft Outlook app

1. Download and install the Outlook app on your Android device
<https://play.google.com/store/apps/details?id=com.microsoft.office.outlook>
2. Enter your full email address and tap continue
3. Tap ALLOW
4. Tap continue
5. Tap the “gear” icon
6. Move the slider for Focused Inbox to the “off” position



Note: Your device's operating system must be at version 4.1 ("Jelly Bean") or higher.