

## Microsoft Outlook: Configuring Android Devices

Users should access their Beaumont email from a mobile device using the Microsoft Outlook application only. Using any other email application results in a blocked email message. If the user receives this message, they must confirm no other email applications contain their profile.

Users can delete the current email account on their iPhone/iPad by tapping Settings, then Mail, Contacts, and Calendars. Tap the Beaumont/Exchange account, and then tap Delete Account.

This article covers how Beaumont members can set up the Microsoft Outlook app on their Android device with their Beaumont Office365 email.

### Setup Android for New Beaumont Health Exchange

1. Tap App Store.



2. Search for and download **Microsoft Outlook**.



3. Tap to open the **Outlook** app.



4. **Enter Beaumont email address.** Tap Add Account.

**Note:** Use `firstname.lastname@beaumont.org`; e.g., `john.doe@beaumont.org`. **Do not use** `@contractor.beaumont.org` **or** `@beaumont.edu`

### Add Account

Enter your work or personal email

john.doe@beaumont.org

Add Account

[Privacy & Cookies](#)

If prompted, **add server and domain info:**

oServer: mail.beaumont.org

oDomain: bh\<userID>

Connect Exchange

Email Address  
bryan.arsenault@beaumont.org

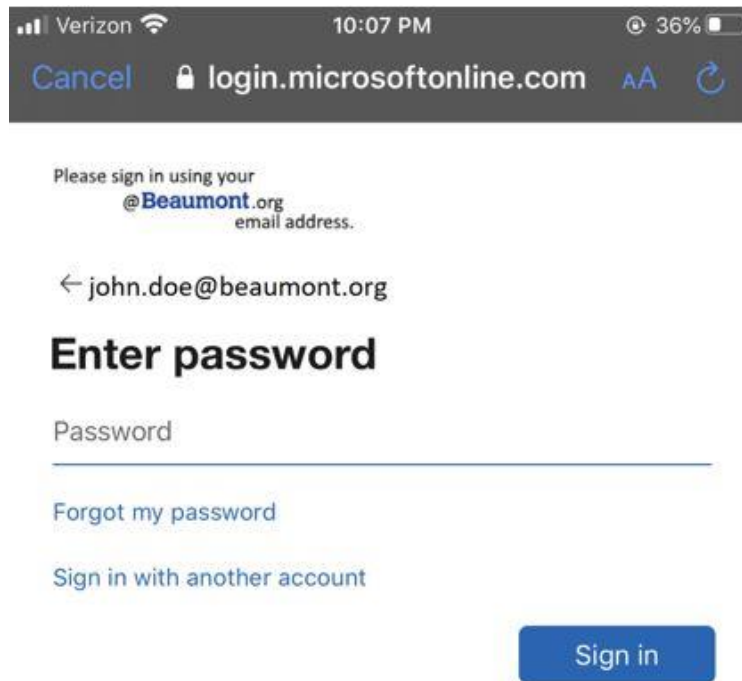
Server (example: server.domain.com)  
mail.beaumont.org

Domain\Username  
bh\arsenault

Password  
.....

Description (example: Work)

5. **Enter Beaumont network login password.** Then tap Sign in or Next.



6. Outlook App should now be configured to receive email. Select to **Enable Notifications** (optional).

