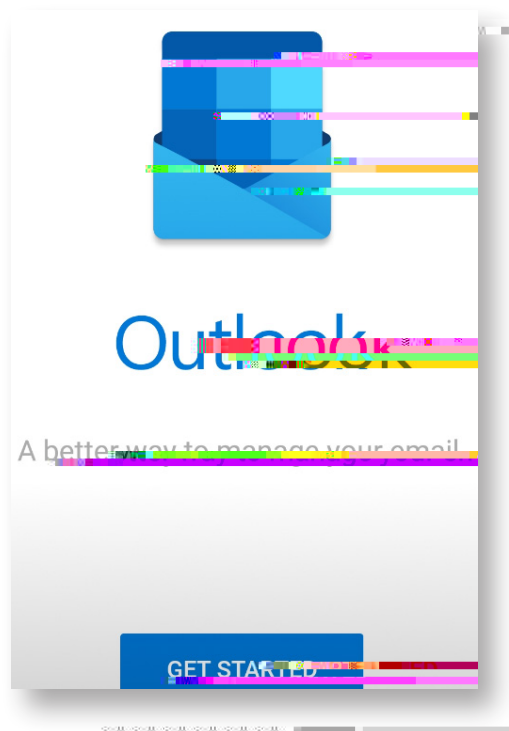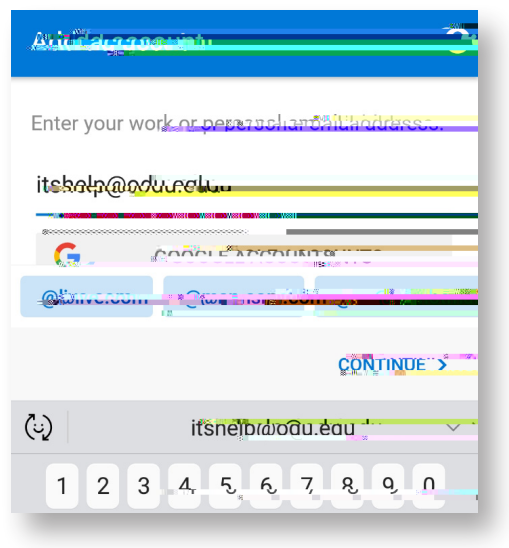# Setting Up

1. Download the free **O_____ f A____** app from the [Google Play Store](#).

2. Open the app and tap **G_ S a___**.

3. If Outlook prompts you to add an account (such as your Google account), uncheck the box next to the account and tap **S__**.

4. At the **A___ acc____** screen, enter your faculty/staff email address and then tap **CONTINUE**.

5. Enter your MIDAS password and then tap **S____**.
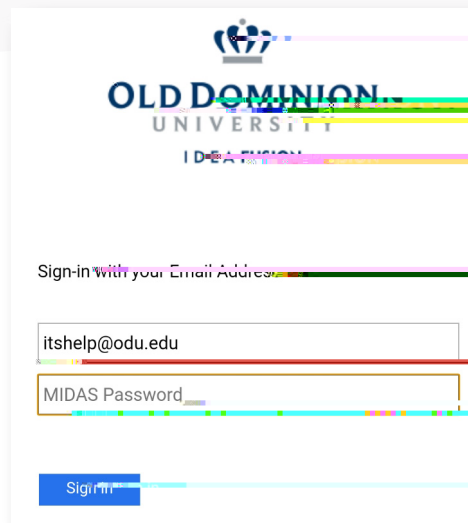
6. You will then be prompted to complete two-factor authentication by Duo. Select either **S___ M__a P__** or **E___ a Pa__ c___**, whichever you prefer. **R___ b___ ∤ 7_a__** is not needed with Outlook and should be left unchecked.

7. At the **Acc___ __a___** screen, tap **S___** when asked if you would like to add another account.

You may then be taken to a tutorial for Outlook features. If you would like to skip it, tap **S___**.

Disabling Focused Inbox (recommended)

1.