Gmail Android Mail App

Set up an Outlook account for Gmail Android Mail app

Android mail apps may differ across different devices, and these instructions may not match the exact options that you see. Please use these steps as a guide.

IT Services recommend using the Outlook for Android mobile app –from the Google Play Store.

1. Install the Gmail for Android app from the Google Play Store.

    Note: If you already have it installed, make sure to update the Gmail app to the latest version.

2. Open the Gmail app.

3. Tap the menu icon in the upper left corner, tap **Settings**.

4. Tap **Add account**.

5. Tap **Exchange and Office 365**.
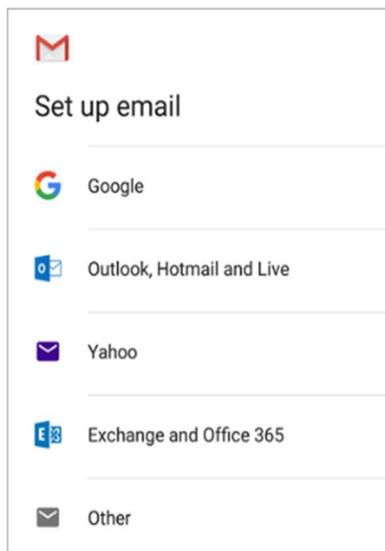
6. Enter your full University email address and tap Next.
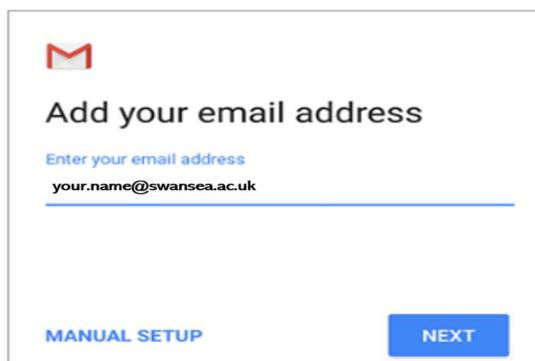
7. Enter your password and tap **Next**.
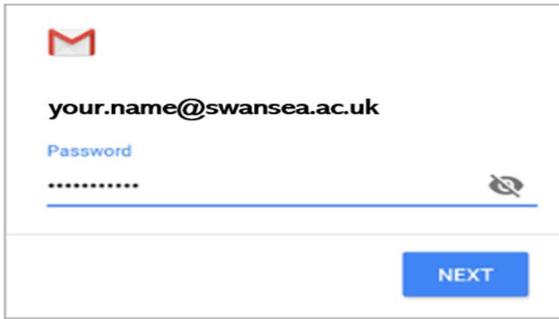
8. You will receive a prompt for multi-factor authentication, verify your identity, e.g. by entering a one-time code received by text message or approving a Microsoft Authenticator app request.

9. Tap **OK** when prompted for Remote security administration.
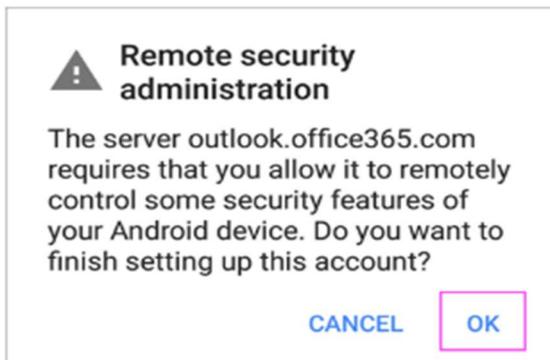
10. You may be prompted to **Activate device administrator?** Tap **Activate**.

    Note: We do <u>not</u> currently have active device policies relating to those below.

11. You're now ready to use the Gmail Android mail app.