

Office 365 Gmail Setup for an Android Device

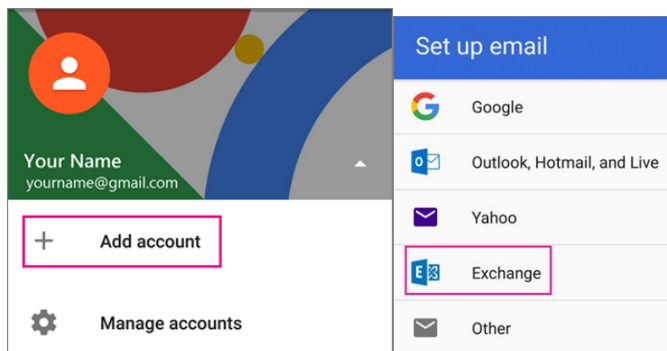
IF YOU HAVE AN EXISTING ACSC EMAIL ACCOUNT ON YOUR PHONE, it must be deleted first before following steps below. It will ONLY delete the information off your phone. You will not lose any calendar entries – they are all stored on your outlook account.

1. Download the Gmail app. Make sure it is updated to the latest version.

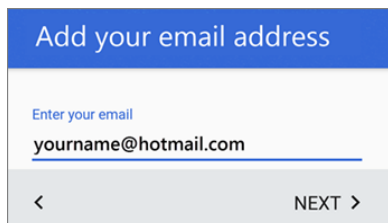
Note: Do this by opening the Play Store app on your phone. Search "Gmail" and then select **Update**. If update option is not available, you are already on the latest version.

2. Open the Gmail app. Go to **Settings > Add account > Exchange**.

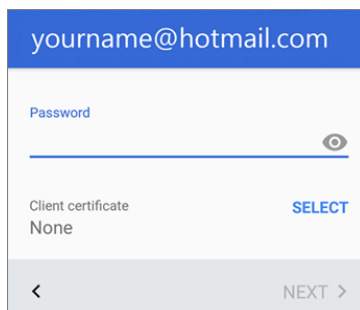
Important: If you have an Outlook.com email address and want to sync calendar and contacts, choose Exchange. Do **NOT** choose Outlook, Hotmail, and Live.



3. Enter your full email address, for example *username@avon-schools.org*. Tap **Next**.



4. Enter your password and tap **Next**.



Change the server name to: outlook.office365.com

5. If prompted for sync options, select the options you want such as calendar and contacts. Tap **Next** to complete setup.
6. You're now ready to use your email in the Android Gmail app!