



Queen Margaret University
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ITS Department

Adding QMU Email to Android

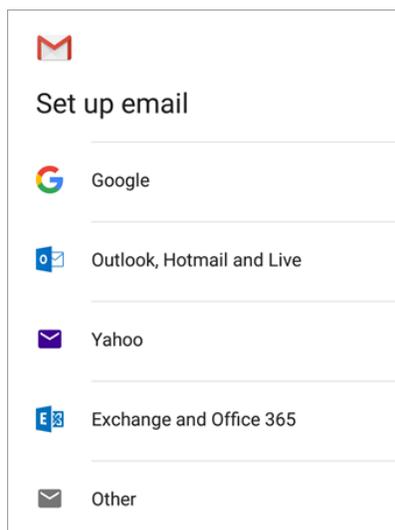
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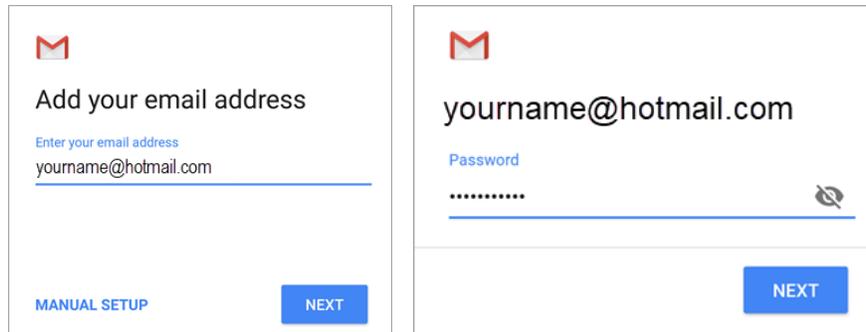
1. Adding Email to Android using Gmail App

- Update Gmail to the latest version by opening Google Play Store, typing “Gmail” in the search bar and then select **Update**.
- Tap on the Gmail App > Tap the menu icon in the upper left corner > **Settings > Add account > Exchange and Office 365**.



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- Enter your full email address and tap **Next** then enter your password and tap **Next**.



The image shows two sequential screenshots of an email setup interface. The first screenshot displays the 'Add your email address' screen with a red envelope icon at the top left. Below the icon, the text 'Add your email address' is followed by a blue link 'Enter your email address' and the text 'yourname@hotmail.com' entered into a blue-lined input field. At the bottom left is a 'MANUAL SETUP' link, and at the bottom right is a blue 'NEXT' button. The second screenshot shows the 'Password' screen with the same red envelope icon. The email address 'yourname@hotmail.com' is displayed at the top. Below it, the word 'Password' is followed by a masked password '.....' in a blue-lined input field. A small eye icon is visible to the right of the password field. At the bottom right is a blue 'NEXT' button.

- Scroll down to **Server** and enter: **outlook.office365.com** and tap **Next**
- Follow any prompts you may get, including security permissions
- Tap on **Activate** (may have to scroll down to bottom of page) then tap **Next**
- Go to your **Inbox**. If you see an email that says "Action Required to Sync," open it and tap **Use another Mail app instead**. If you don't see this message and your emails are syncing, skip this step.
- Pull down the Android notification bar by swiping down from the top of your screen. If you see a notification that reads "**Unable to sync calendar and contacts**," tap it. Then tap **Allow** to give access.
- Email setup should now be complete

