

Set up email in Android email app

Android mail apps may look different across different devices, and these directions may not exactly match the options you see.

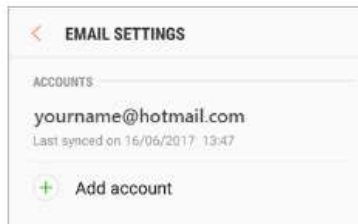


Samsung Email App

1

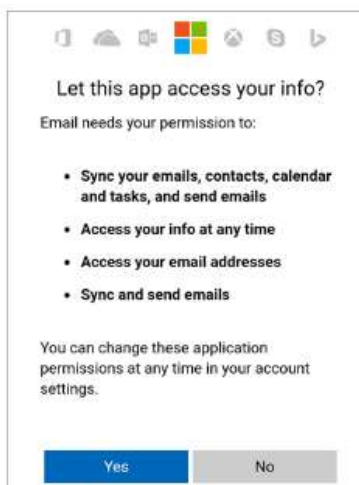
Open the Samsung Email app and tap **Add Account** if it's your first time.

Or, go to **Settings** in the app > **Add account**.



4

Tap **Yes** or **Ok** to confirm settings and permissions. What you see may vary depending on what kind of account you're setting up.

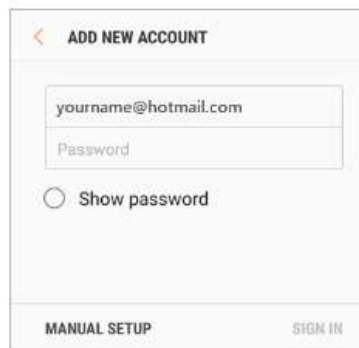


Gmail App

2

Enter your email address and password. Tap **Sign in**.

Note: If the email app detects your provider, you may be redirected to a different sign in screen.



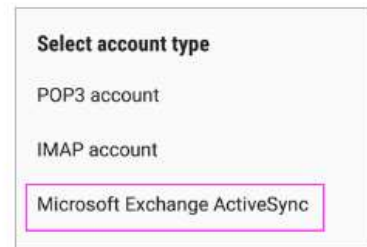
5

If you've turned on **two-step verification**, you'll verify your identity with your chosen method.

Syncing email, calendar, contacts, and tasks may take a few minutes.

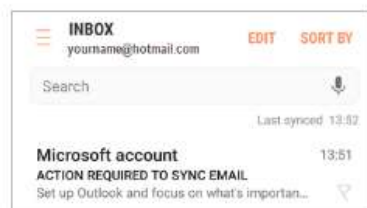
3

If you're prompted to select account type, choose **Microsoft Exchange ActiveSync** to sync contacts and calendars.



6

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, skip this step.



If you are having trouble, we are happy to help! Put in a help ticket by emailing help@stsmich.com Or call the office at (616)394-1303

Before you begin, update the Gmail app to the latest version:

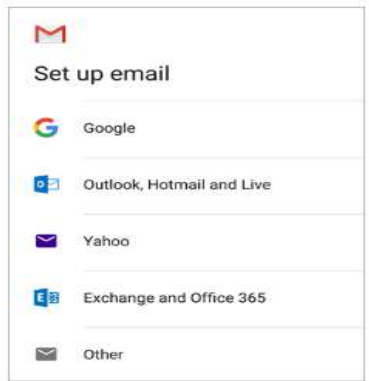
1. Open the Google Play Store app on your phone or tablet.
2. Type "Gmail" into the search bar and then select **Update**.

1

Open the Gmail app.

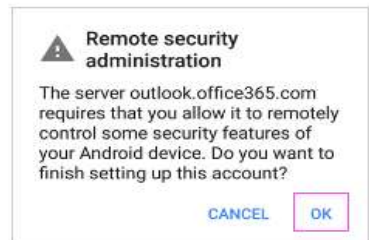
Tap the menu icon in the upper left corner > **Settings** > **Add account** > **Exchange and Microsoft 365**.

Important: Do **NOT** choose "Outlook, Hotmail, and Live" unless you want to sync email only and not calendar/contacts.



4

Follow any prompts you may get for security or device permissions, sync settings, and more.

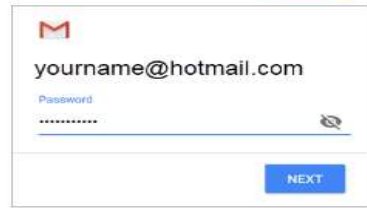
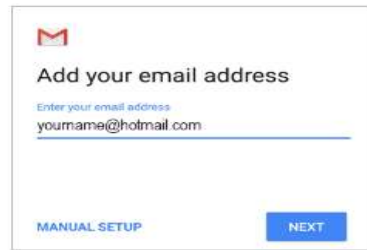


If you have a Microsoft 365 work or school account, you may also be asked to confirm **Remote security administration** and approve additional security measures. In this case, choose **OK** or **Activate**.

2

Enter your full email address and tap **Next**.

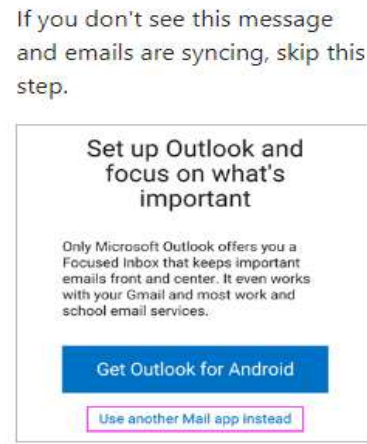
Enter your password and tap **Next**.



5

Go to the inbox you just set up. If you see an email that says "**Action Required to Sync Email**," open it and tap **Use another Mail app instead**.

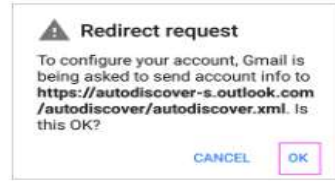
If you don't see this message and emails are syncing, skip this step.



3

Follow steps for your account type:

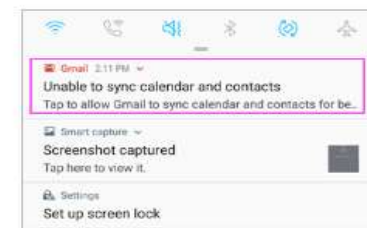
- Outlook.com users: skip this step
- Exchange or other accounts: you may have to ask your IT admin or email provider for server settings and **set up your account manually**
- Microsoft 365 work or school: you may see a **Redirect request** screen. Tap **OK**.



On the Incoming server settings screen, change your server to **outlook.office365.com**.

6

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 and you're done!

Note: If you don't see a sync error, verify your calendar and contacts are syncing.