

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](#).

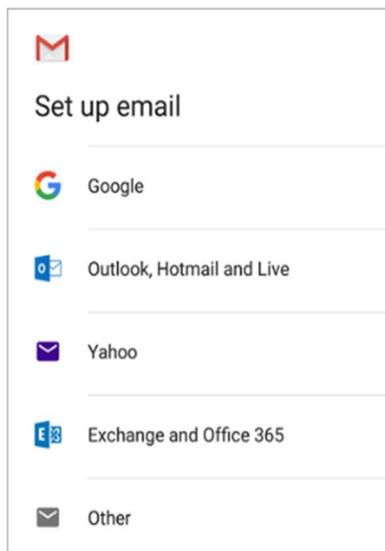


1. Install the Gmail for Android app from the [Google Play Store](#).

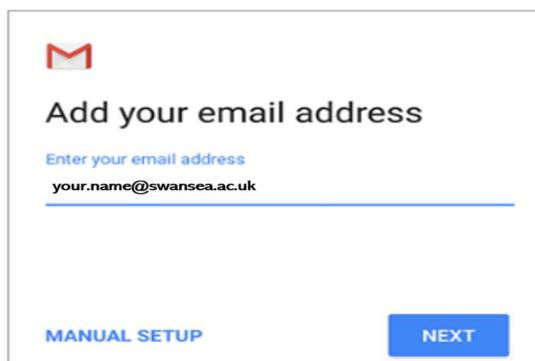


Note: If you already have it installed, make sure to update the Gmail app to the latest version.

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**.

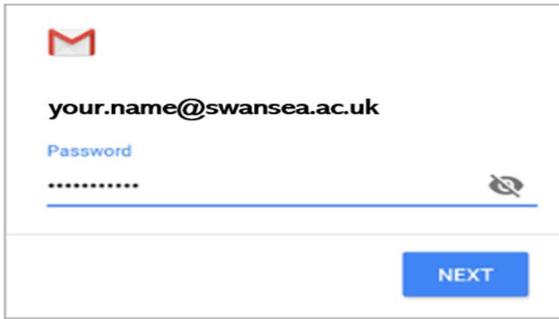


6. Enter your full University email address and tap Next.



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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.



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Approve sign in request

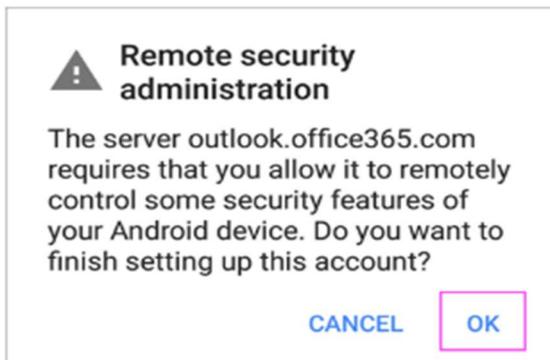
We've sent a notification to your mobile device. Please open the Microsoft Authenticator app to respond.

Don't ask again for 30 days

Having trouble? [Sign in another way](#)

[More information](#)

9. Tap **OK** when prompted for Remote security administration.



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10. You may be prompted to **Activate device administrator?** Tap **Activate**.

Note: We do not currently have active device policies relating to those below.

Activate device administrator?

 **Gmail**

 The server outlook.office365.com requires that you allow it to remotely control some security features of your Android device.

Activating this administrator will allow the app Gmail to perform the following operations:

- Erase all data**
Erase the phone's data without warning by performing a factory data reset.
- Set password rules**
Control the length and the characters allowed in screen-unlock passwords.
- Monitor screen-unlock attempts**
Monitor the number of incorrect passwords typed. when unlocking the screen, and lock the phone or erase all the phone's data if too many incorrect passwords are typed.
- Lock the screen**
Control how and when the screen locks.
- Set lock-screen password expiration**
Control how frequently the lock-screen password must be changed.
- Set storage encryption**
Require that stored app data be encrypted.
- Disable cameras**
Prevent use of all device cameras.
- Disable features in keyguard**
Prevent use of some features in keyguard.

CANCEL **ACTIVATE**

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