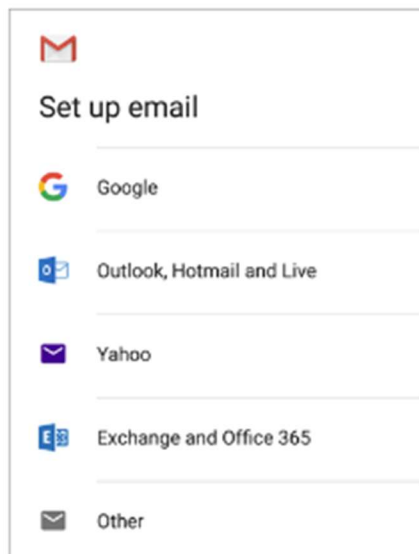


1

Open the Gmail app.

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

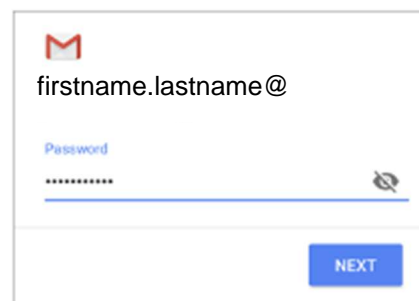
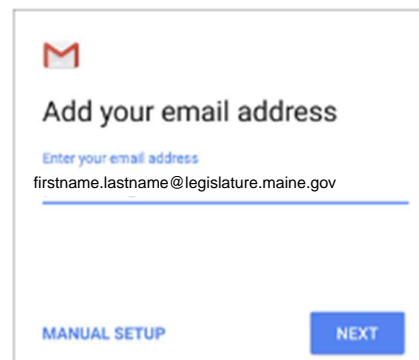
**Important:** Do NOT choose "Outlook, Hotmail, and Live" unless you want to sync email only and not calendar/contacts.



2

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

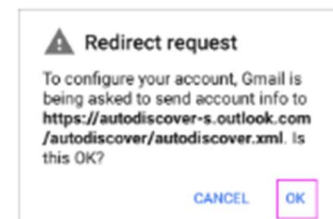
Enter your password and tap **Next**.



3

Follow steps for your account type:

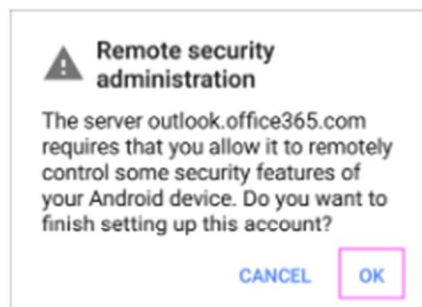
- Outlook.com users: skip this step
- Exchange or other accounts: you may have to ask your IT admin or email provider for server settings and **set up your account manually**
- Microsoft 365 work or school: you may see a **Redirect request** screen. Tap **OK**.



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

4

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

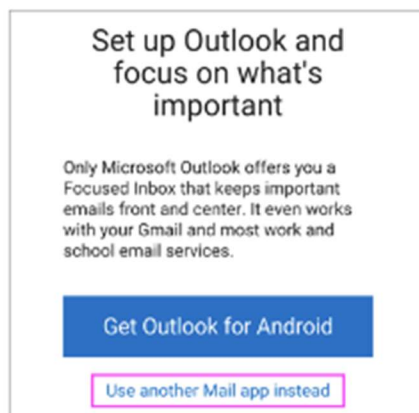


If you have a Microsoft 365 work or school account, you may also be asked to confirm **Remote security administration** and approve additional security measures. In this case, choose **OK** or **Activate**.

5

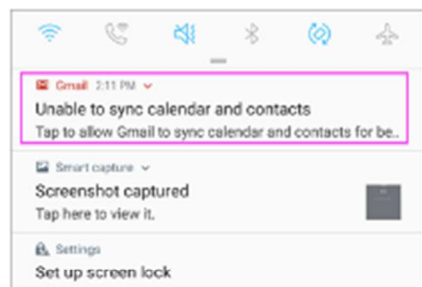
Go to the inbox you just set up. If you see an email that says "Action Required to Sync Email," open it and tap **Use another Mail app instead**.

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



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.