

Set up email in Android Gmail app



For Exchange Corporate Users. Replace Outlook App with Gmail app.

Android mail apps may look different across different devices, and these directions may not exactly match the options you see. Use these steps as a guide or consult the manufacturer's help for your particular device.



Are you using AOL mail? If so, this page can't help you! Please contact AOL support for help. This page and the settings available on this page are for Outlook.com and Microsoft 365 for business users only.

Choose your built-in Android email app **GMAIL APP:**

Gmail app With the Gmail App, you can add other email accounts just like the Outlook APP.

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**.

Note: If the update option is not available, you're already on the latest version.

1

Open the Gmail app.

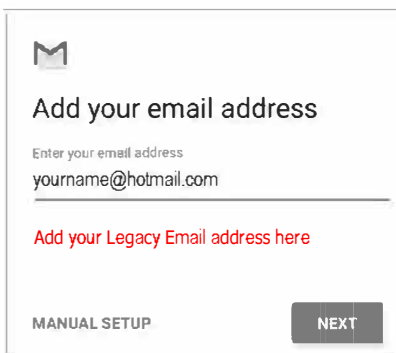
Tap the menu icon in the upper left corner > **Settings** > **Add account** > **Exchange**.

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**.

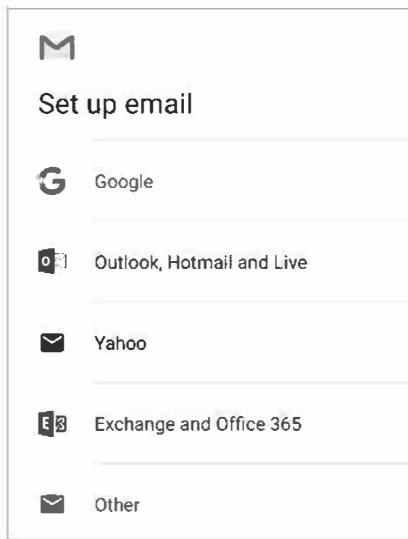
Enter your password and tap **Next**.



3

Follow steps for your account type:

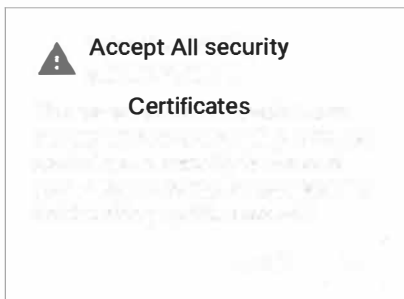
- Free Outlook.com users: skip this step
- Exchange or other accounts: you may have to ask your IT admin or email provider for server settings and set up your account manually
- **LEGACY Users Information**
- Server: mail01.casacda.org
- Domain: casacda.org



On the Incoming server settings screen, **if asked**, change your server to **mail01.casacda.org**

4

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



5

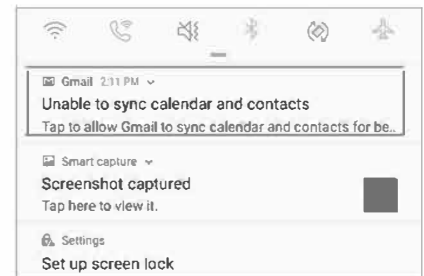
Go to the inbox you just set up. If you see an email that says "**Action Required to Sync Email**," open it and tap **Use another Mail app instead**.

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.

If you're unable to add your email account to the Gmail app, try the **Manual Setup steps**