Office 365 Email Instructions
Gmail

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Note: These instructions apply to Android's Gmail app – NOT the basic Email app, which is also included on all Android devices. Disclaimer: Because the Android operating system's appearance may differ between updates and devices, ITR cannot guarantee 100% accuracy of these instructions. Menu options may vary.

Adding an Account to Gmail

1. Open **Settings**.
2. Scroll down and select **Accounts**.
3. Select **Add Account**.
4. Select **Exchange**.
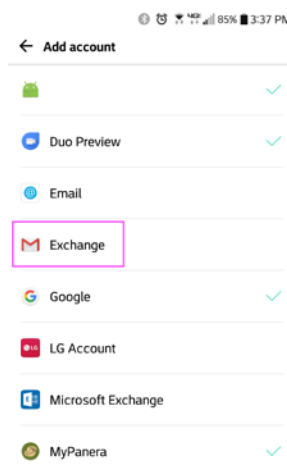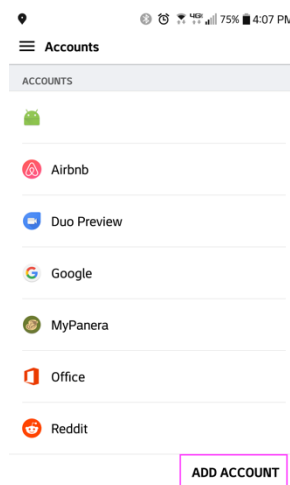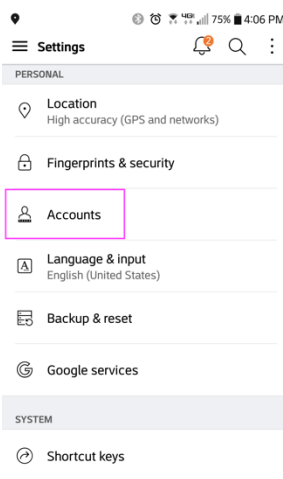
5. Enter your Cabrini email address (abc123@cabrini.edu), then select **Next**.
6. Enter your Cabrini email password, then Select **Next**.
7. Approve the security prompt.
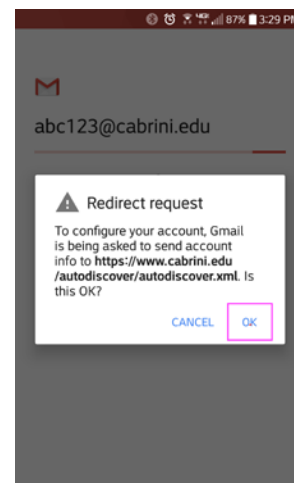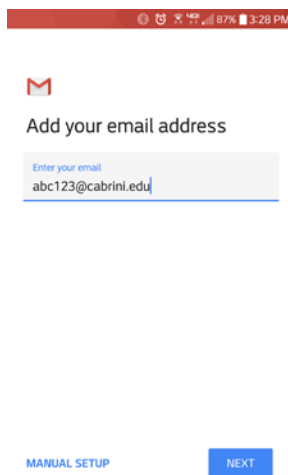
8. On the next screen change the server to **outlook.office365.com**
9. Approve the next two security prompts.
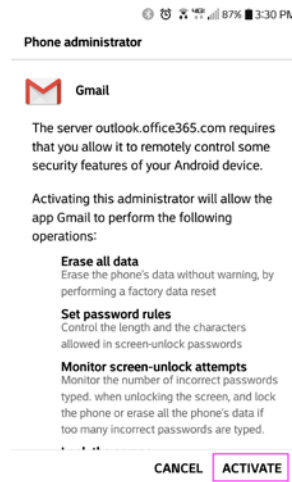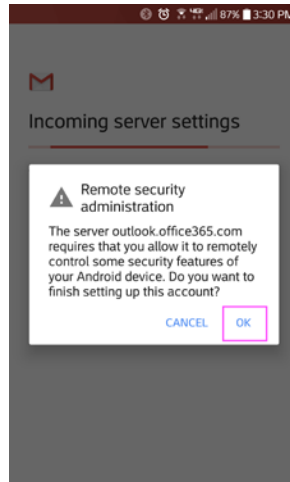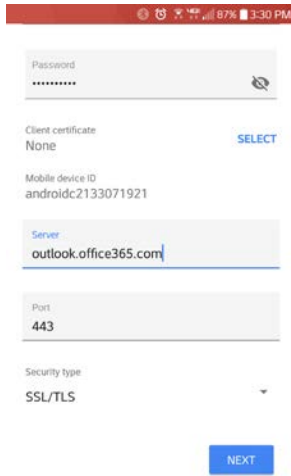
10. Your email account is now configured. Open the Gmail app on your device to view your email.
11. By default, your Office 365 calendar and contacts will be synched to the **Google Calendar** and **Google Contacts** apps, which are available in your device's app store as separate downloads. You can locate your sync settings by following the instructions for Removing an Account from Gmail.

Removing an Account from Gmail

1. Go to **Settings**, then **Accounts**, then select **Exchange**.
2. Select your Cabrini email address.
3. Tap the three dots in the upper-right corner, then select **Remove Account** and confirm your choice.
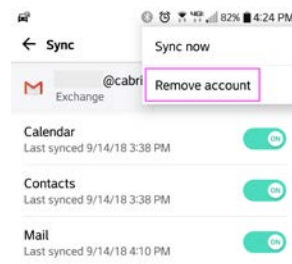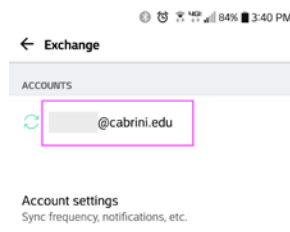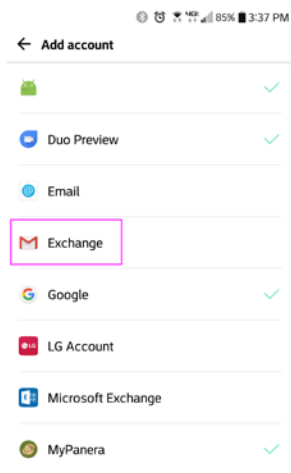
4. Your Cabrini email account is now removed and your inbox will no longer appear in the Android Email app. This does not delete your emails from Office 365.

Updating Your Email Password

If your Cabrini email password has changed, follow these instructions to update the password that is saved on your Android device. If you run into difficulties, it may be easier to remove the account from your device and re-add it.

1. Go to **Settings**, then **Accounts**, then select **Exchange**.
2. Below your Cabrini email address, select **Account settings**.
3. In the new window that appears, select your Cabrini email address.
4. Scroll down and select **Incoming settings**.
5. Enter your new password and tap **Done**.