

Android (Non Samsung)

Adding a 365 mailbox to your phone

Android (Non-Samsung)

Open the Gmail app.

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

Choose Exchange

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

Add your email address

Enter your password and tap **Next**

Enter password

You may see a **Redirect request** screen. Tap **OK**.

If you see a Redirect request, tap OK.

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

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

Click OK on any prompts you may receive.

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**.

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.

Click the link to enable sync

Pull down the Android notification bar by swiping down from the top of your screen.

Open the notification bar

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.

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