Add your Office 365 Email Account on Android

If you have a mobile device running the Android operating system, you can set up your email account to sync emails on that device.

If you are using Android, you can set up emails using either the built-in Gmail app (Samsung Email App if using a Samsung device) or using the Outlook for Android application.

Gmail Application
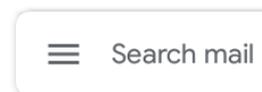
 From October 13th 2020, Microsoft will be deprecating Basic Authentication for Exchange Online . This will prevent usage of the Gmail App for Android with Office 365. It is recommended to set up your account using Outlook for Android.

1. Open your **Gmail** App

2. Open the Menu (Icon with 3 lines)

3. Select **Settings**

4. Select **Add Account**

5. Select **Exchange and Office 365**

6. Enter your Email Address and press **Next**

Enter your email address

7. Enter your Password and press **Next**

Enter your password 👁

8. If prompted, accept the redirect to https://autodiscover-s.outlook.com by pressing **OK**

⚠ **Redirect request**

To configure your account, Gmail is being asked to send account info to **https://autodiscover-s.outlook.com /autodiscover/autodiscover.xml**. Is this OK?

CANCEL   OK

9. If prompted, accept the Remote Security Administration prompt by pressing **OK**

Your phone will need some time to be able to download the settings for the mailbox and start downloading data. It may take a few minutes for data to appear.

Outlook for Android

Before you can use the Outlook for Android application, you must install it from the Google Play on your device. Click on the Outlook icon to be taken to the Google Play Page for the application.

If it's the first time you are using the application, you will automatically be taken to the account setup screen.

1. Open the Outlook for Android
   Application

2. Click on the **Menu** icon

3. Select the **Settings Cog**

4. Select **Add Account**

5. Select **Add Email Account**

6. Enter the email address of the
   account you want to add

7. press **Continue**

8. Enter your password when prompted

9. Press **Sign In**

Microsoft

←

Enter password

Password

Forgot my password

Sign in with another account

Sign in

Microsoft