

USING THE GMAIL APP



Use these instructions to set up your Creighton email with your Android device in the Gmail App.

1. Tap **Settings > Accounts > Add account > Exchange Email**.
2. Type your full email address, for example *bbj12345@creighton.edu*, type your password, and then tap **Next**.
3. Enter your Blue password.
4. You might receive a message about permissions requested. Tap **Accept** to continue.
5. You will see "Finish Setting up Your Email." Tap **Next**.
6. Finally, you will see "Your Account is Ready to Go." Tap **Done**.

USING THE MICROSOFT OUTLOOK APP



Use these instructions to set up your Creighton email with your Android device in Microsoft's Outlook App.

1. Open the app on your device. Swipe through the introduction and enter your email address if you're prompted.
2. On the **Choose account type** page, select **Office 365**.
3. On the Add Email Account page, type your full email address. For example, *bbj12345@creighton.edu*, and then tap **Add Account**.
On the sign in page, you may need to type your email address again if necessary and then type your password.
4. Depending on the account your setting up, you may need to select Yes to let the app access your info, or Activate if your organization has set up security policies for mobile devices.
Outlook for Android then starts syncing your account.
5. Tap one of the icons to view your calendar, files, or contacts in the app.

