

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. Select the **Exchange/ActiveSync** option.
4. You might receive a message about additional security features. Select **OK** to continue.
5. Once the device verifies the server settings, the **Account Options** page opens. Accept the defaults or select the options for how you want to receive and send your mail, and then tap **Next**. (You may need to scroll down to see **Next**.)
6. On the **Set up email** page you can change the name of your account. When you're finished tap **Done**.

If you synced your calendar and contacts in step 5 you can go to those apps on your phone to view any items that might be there. If you synced tasks as well, you should see them in the calendar app on your device. It might take a few minutes for everything to sync.

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 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.

