



**SET UP EMAIL USING
ANDROID GMAIL APP TO
CONNECT TO OFFICE 365**



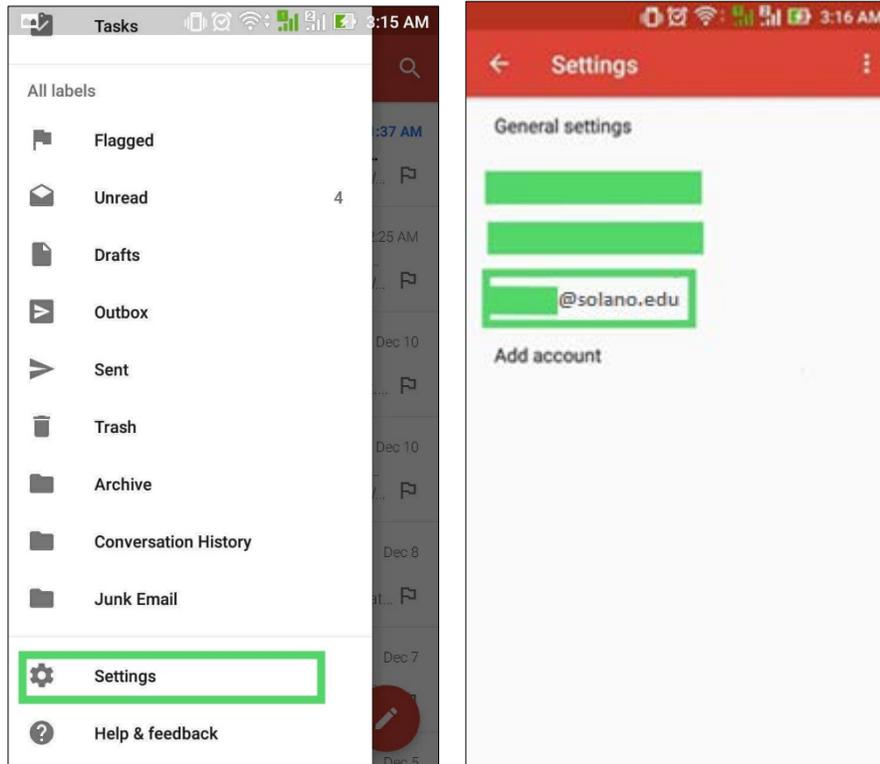
INTRODUCTION

This document describes steps to set up email using Android Gmail App to Connect to Office 365.

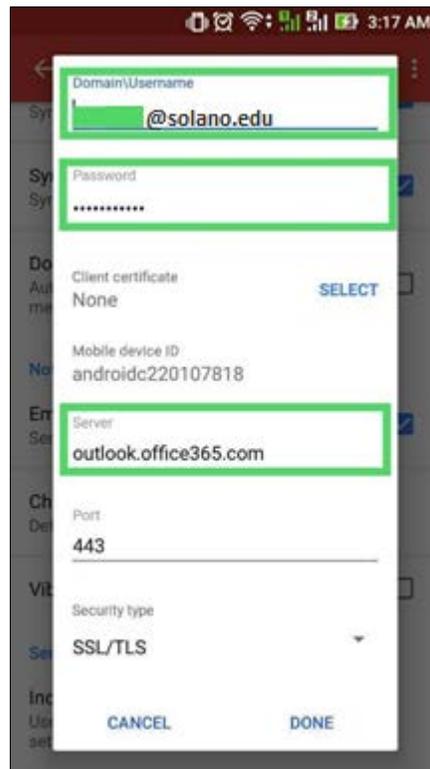
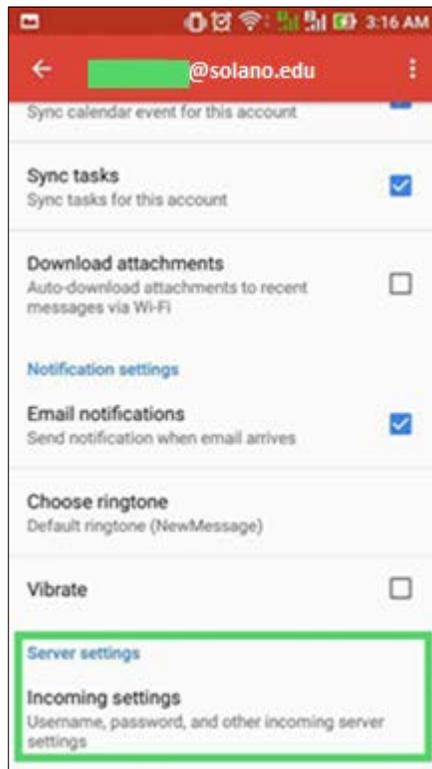
STEPS: SET UP EMAIL USING ANDROID GMAIL APP TO CONNECT TO OFFICE 365

Please follow below steps to set up android Gmail app connect to Office365:

1. Go to your Android Phone's Gmail App, tap the Menu at the top left then go to **Settings** > scroll down and tap **Settings** > **Select your Solano Account**.



2. Then, tap on **Incoming Settings**. You will see the details for your account that we need to reconfigure.
3. Change the **Server to outlook.office365.com**, then type in your **Username** in this format: username@solano.edu, then your **Password**. Tap **Done**.



4. Now, your email should have configured to connect to Office 365.