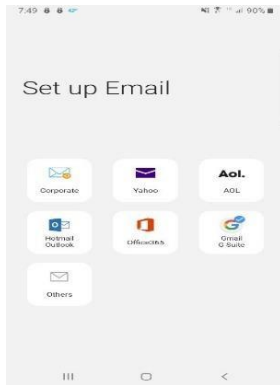


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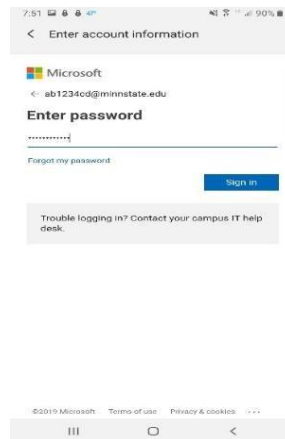
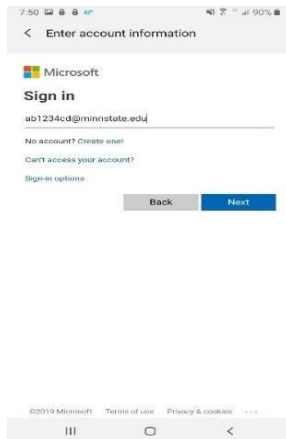
Using Email App:

- 1) Open the Mail application
- 2) Select "Office365"

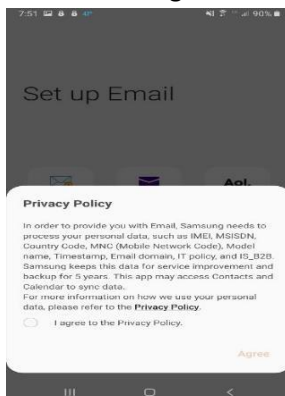


- 3) On the "Sign-On" screen enter your email address & password

- starid@go.minnstate.edu Student
- starid@minnstate.edu Faculty/Staff



- 4) Check the "I agree to the Privacy Policy", select "Agree"

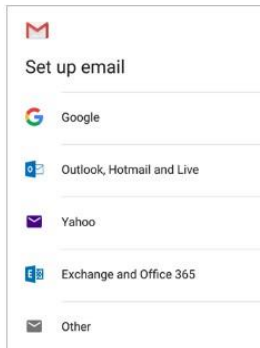


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5) Respond to the preferences prompts, as desired

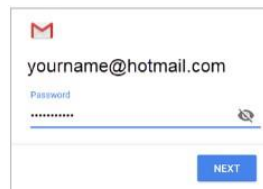
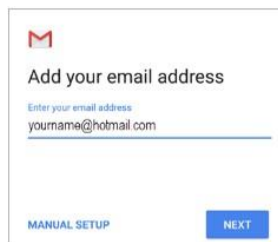
Using Gmail app:

- 1) Open the Gmail app:
 - Select “Settings” in the menu
 - Add Account
 - Select “Exchange and Office 365”

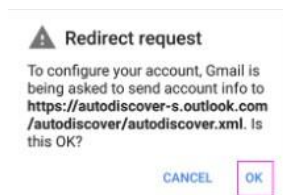


2) On the “Sign-On” screen enter your email address & password

- starid@go.minnstate.edu Student
- starid@minnstate.edu Faculty/Staff

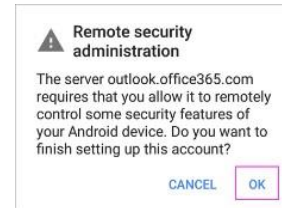


3) Select “OK”, if you get a “Redirect request” message



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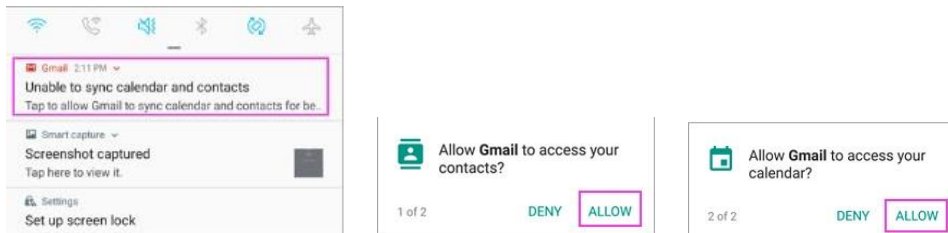
- 4) On the “Incoming Server Settings” screen
- Server name = outlook.office365.com
 - Respond yes to any prompts for Security, Device permissions, Sync settings, etc.
 - Select “OK”, if you get a “Remote security administration” prompt



- 5) Check for Sync error messages
- Check Inbox for “Action Required to Sync Email” message ○ Open and select “Use another Mail app instead”



- Check Notifications for “Unable to sync calendar and contacts” message ○ Open the notification and select “Allow”



For additional assistance see Microsoft support <https://support.office.com/en-us/article/set-up-email-in-android-email-app-71147974-7aca-491b-978aab15e360434c?ui=en-US&rs=en-US&ad=US>