Guide to Android email setup

1. Follow the instructions for removing your @gsw.edu account from your Android device.
2. Follow the instructions for adding your @gsw.edu account to your Android device.

(Menu options will vary depending on your version of Android and your manufacturer.)
Remove an email address from Android

1. Start by **swiping down** from the top of your screen.

2. Tap the gear to navigate to **Settings**.
3. Scroll down and select **Accounts**.

4. Select **Exchange** (depending on your email app this can also be called “Corporate”).
5. Select the **email address** you’re trying to remove.

6. Tap the **menu button**.
7. Select **Remove account**.

8. Confirm by selecting **Remove account**.
Adding an email address to Android

1. Start by **swiping down** from the top of your screen.

2. Tap the gear to navigate to **Settings**.
3. Scroll down and select **Accounts**.

4. Select **Add account**.
5. Select **Exchange** (depending on your email app this can also be called “Corporate”).

6. Enter your **full email address** and select next.
7. Enter your password and select next.

8. Your Server field should reflect outlook.office365.com, select next when finished.
9. Select **OK** at the confirmation window.

10. Select your desired sync options then select **next**.
11. Select **ACTIVATE** at the confirmation window.

12. Name your account (ex. “Work Email”) and select next to complete.