Guide to Android email setup
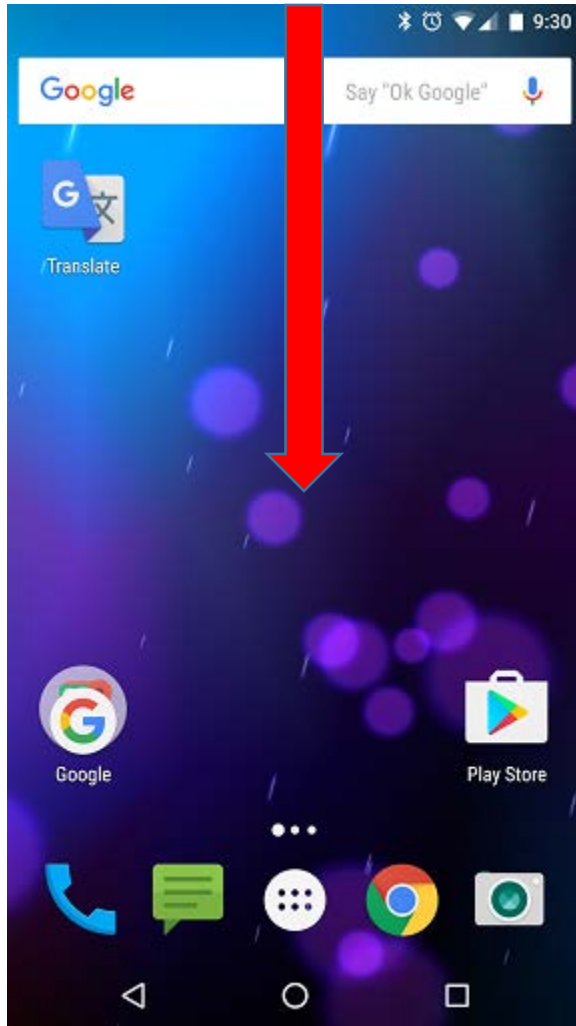
1. Follow the instructions for removing your @gsw.edu account from your Android device.

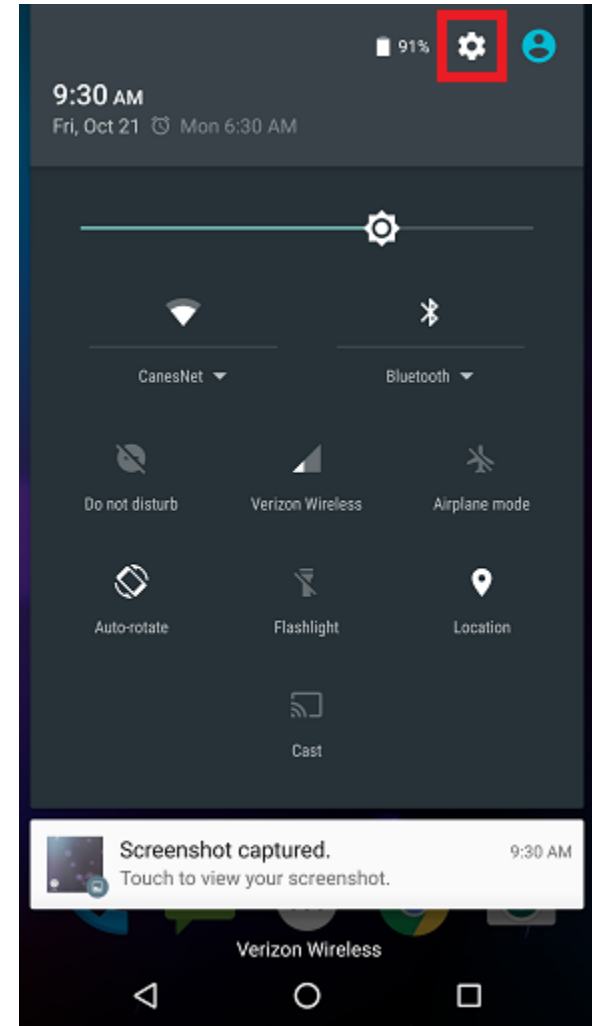2. Follow the instructions for adding your @gsw.edu account to your Android device.

(Menu options will vary depending on your version of Android and your manufacturer.)

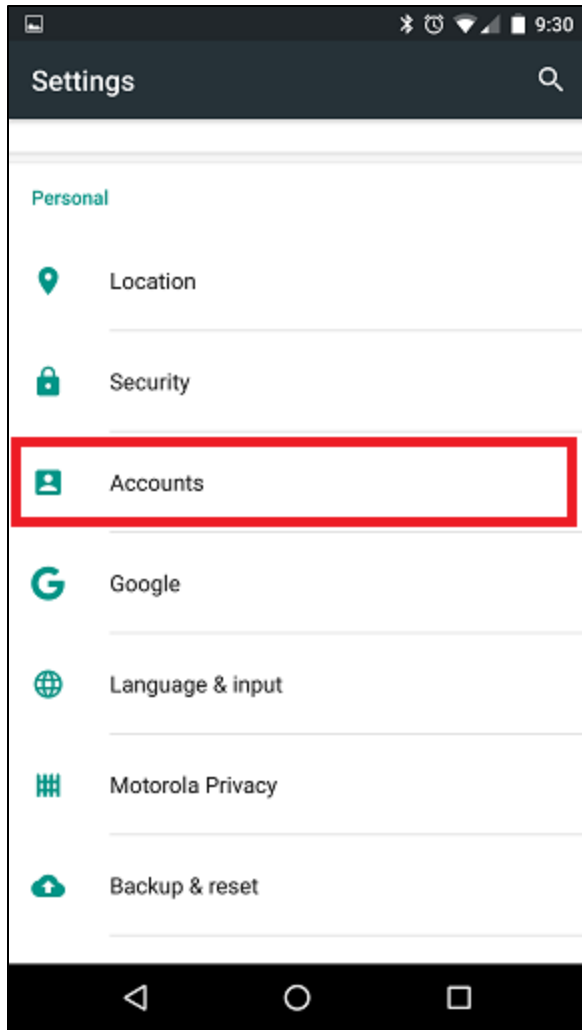# Remove an email address from Android

1. Start by **swiping down** from the top of your screen.
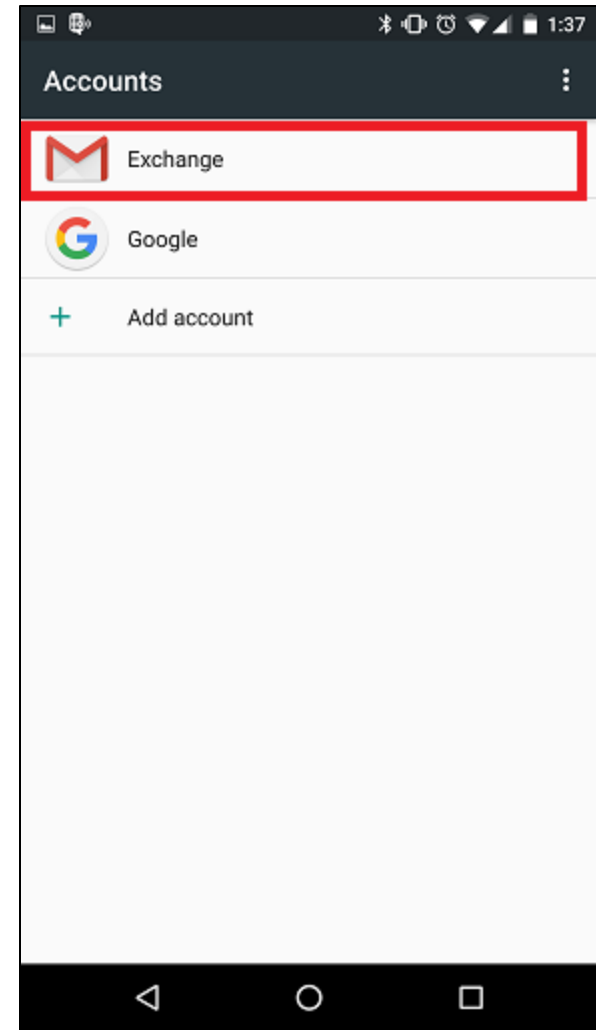
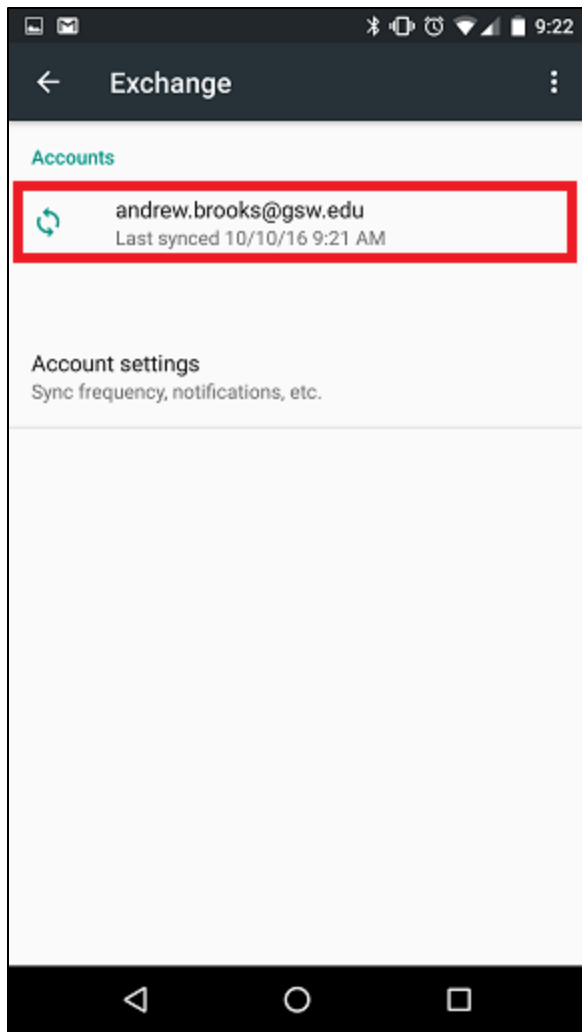2. Tap the gear to navigate to **Settings**.
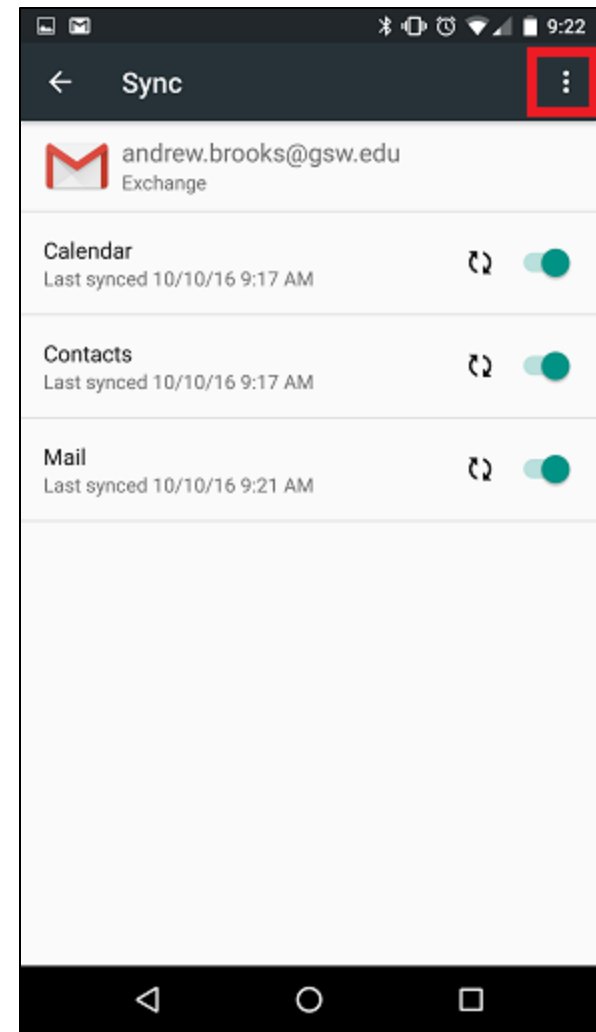
3. Scroll down and select **Accounts**.

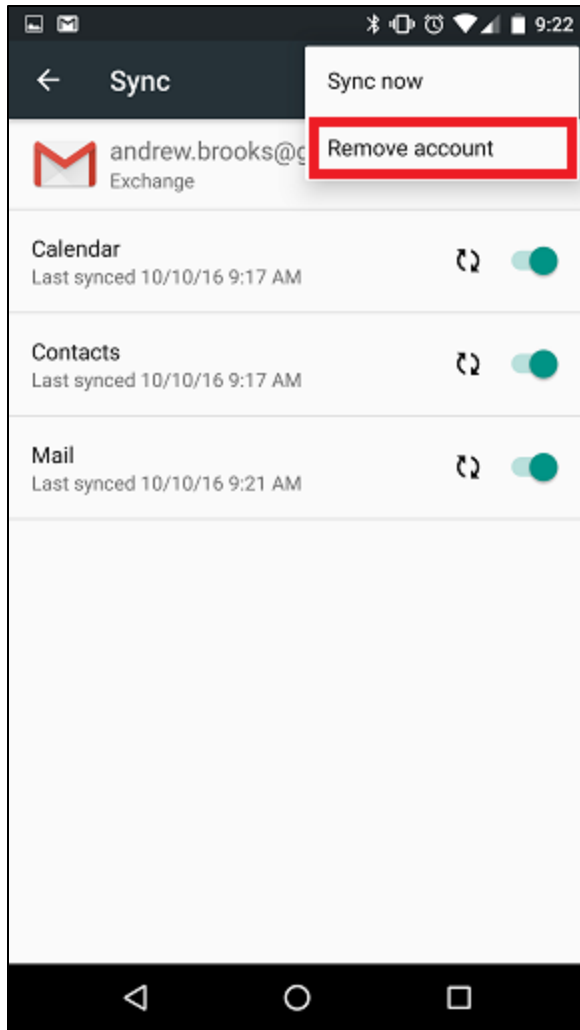4. Select **Exchange** (depending on your email app this can also be called "Corporate").

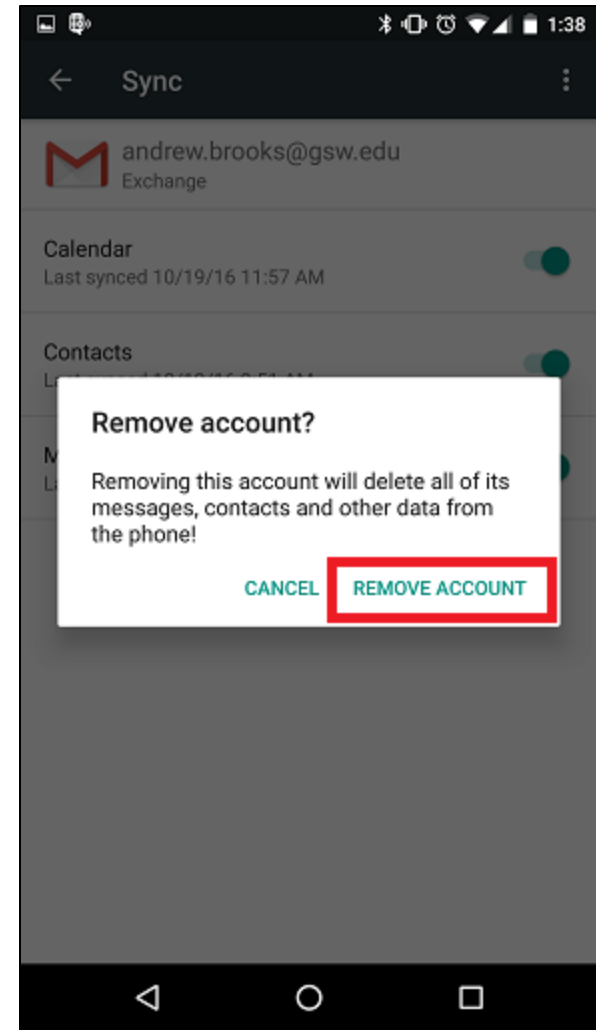5. Select the **email address** you're trying to remove.

6. Tap the **menu button.**
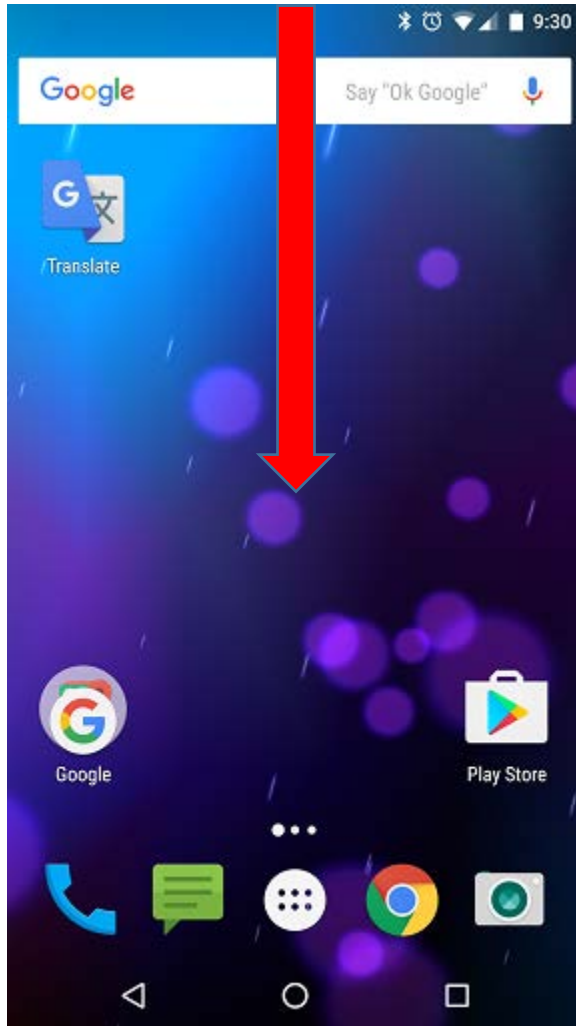
7. Select **Remove account.**
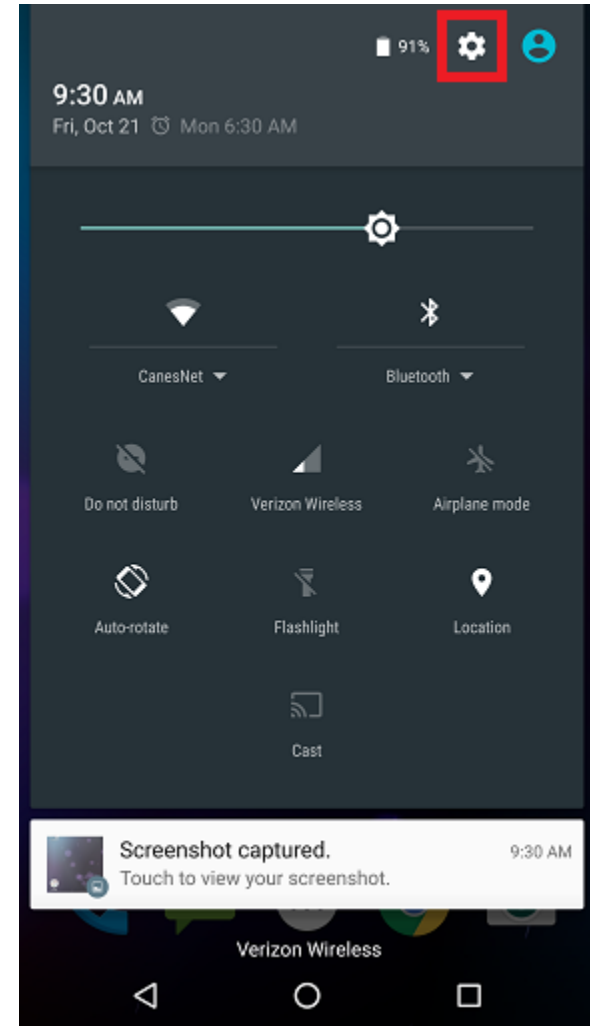
8. Confirm by selecting **Remove account.**
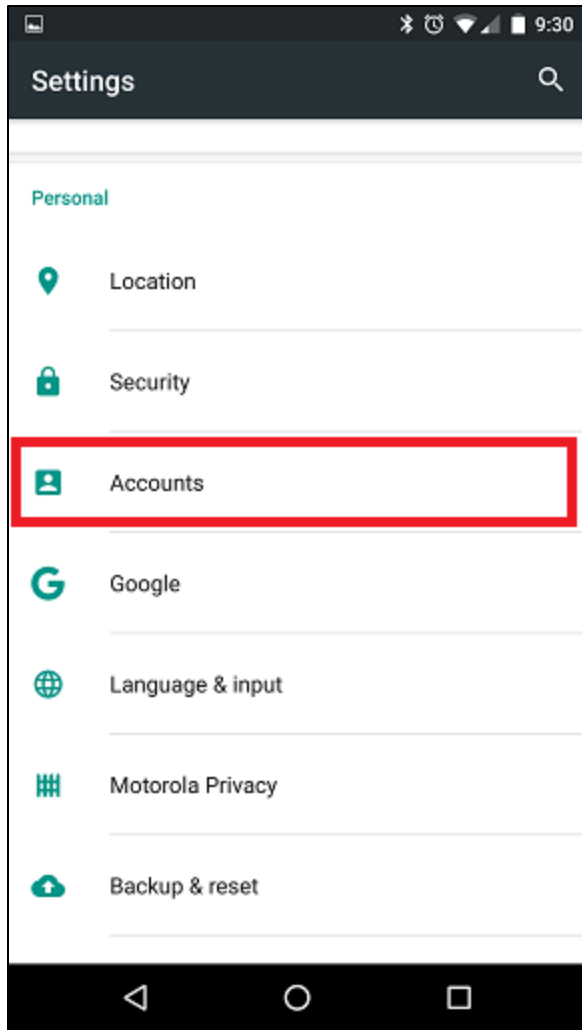
Adding an email address to Android

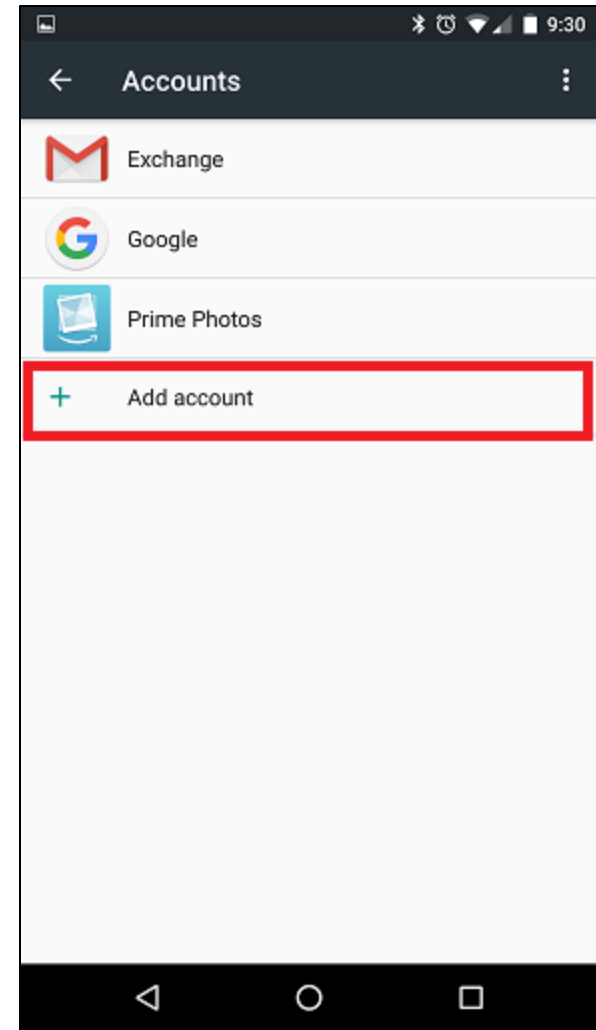1. Start by **swiping down** from the top of your screen.

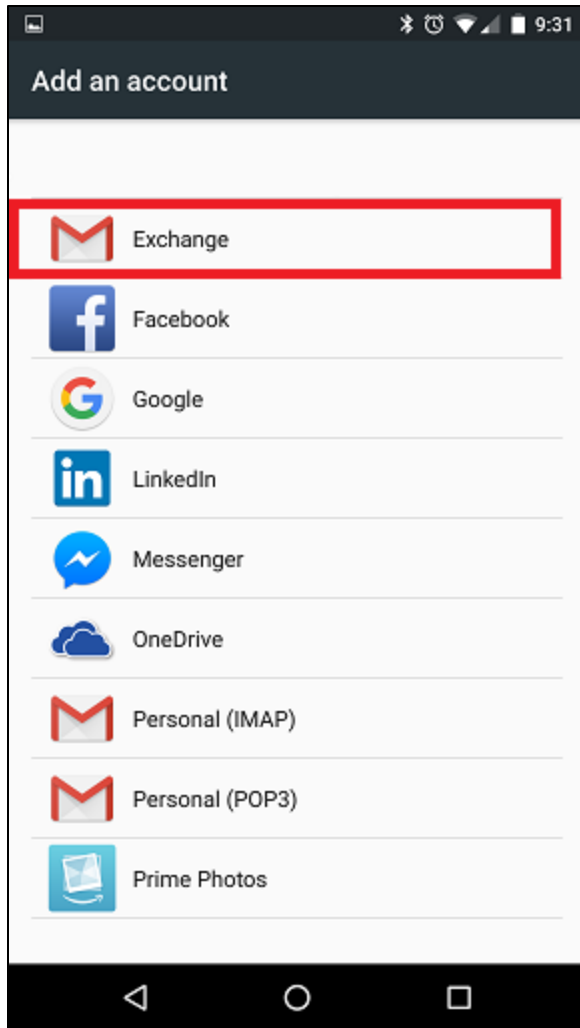2. Tap the gear to navigate to **Settings**.

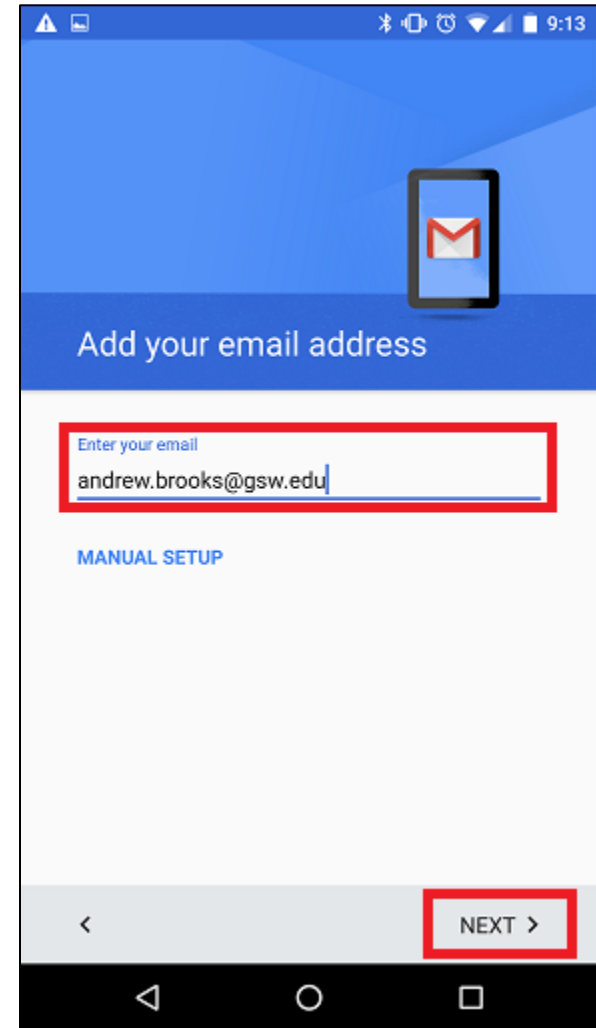3. Scroll down and select **Accounts**.
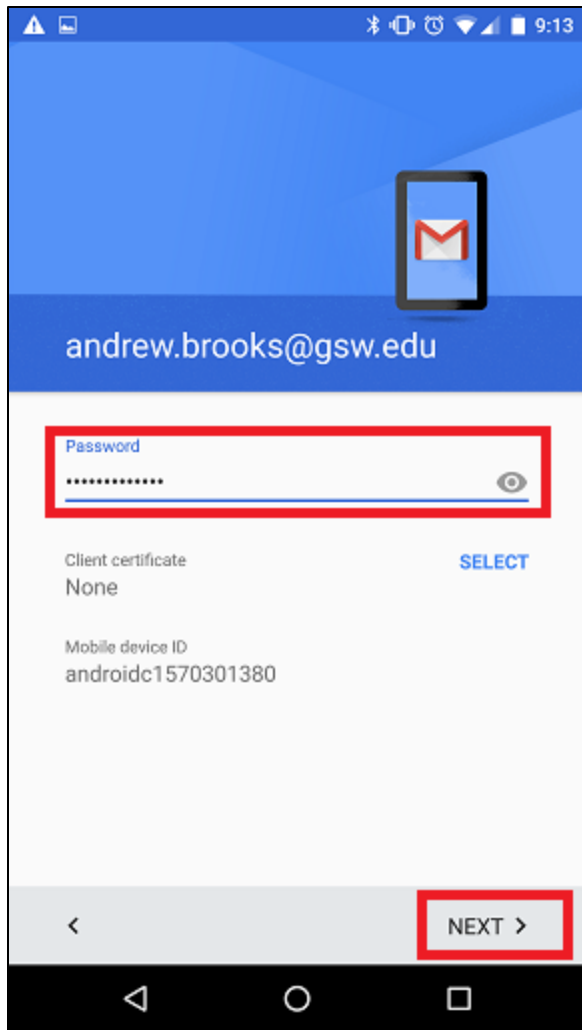
4. Select **Add account**.

5. Select **Exchange** (depending on your email app this can also be called "Corporate").
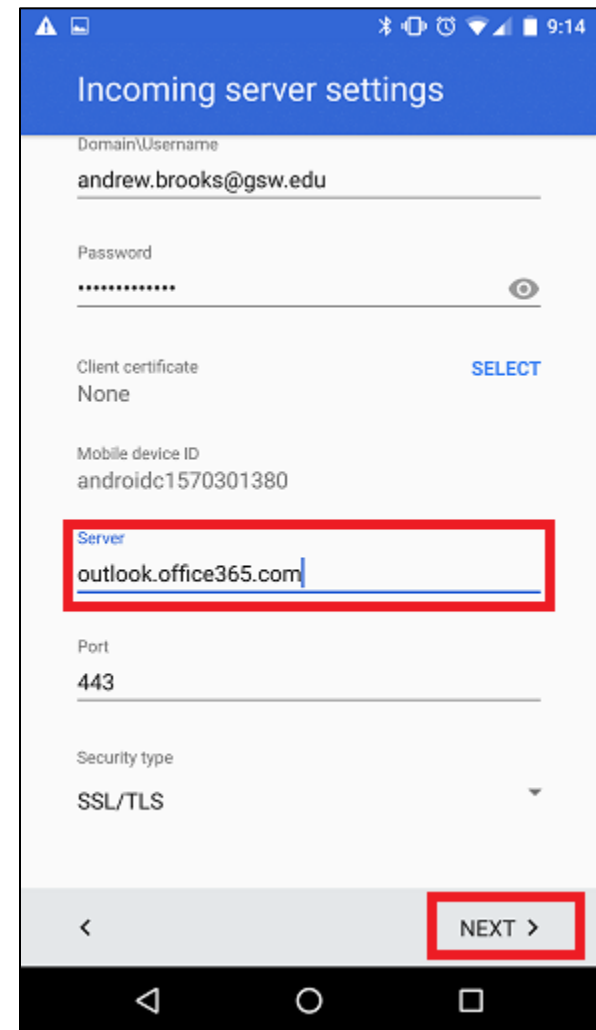
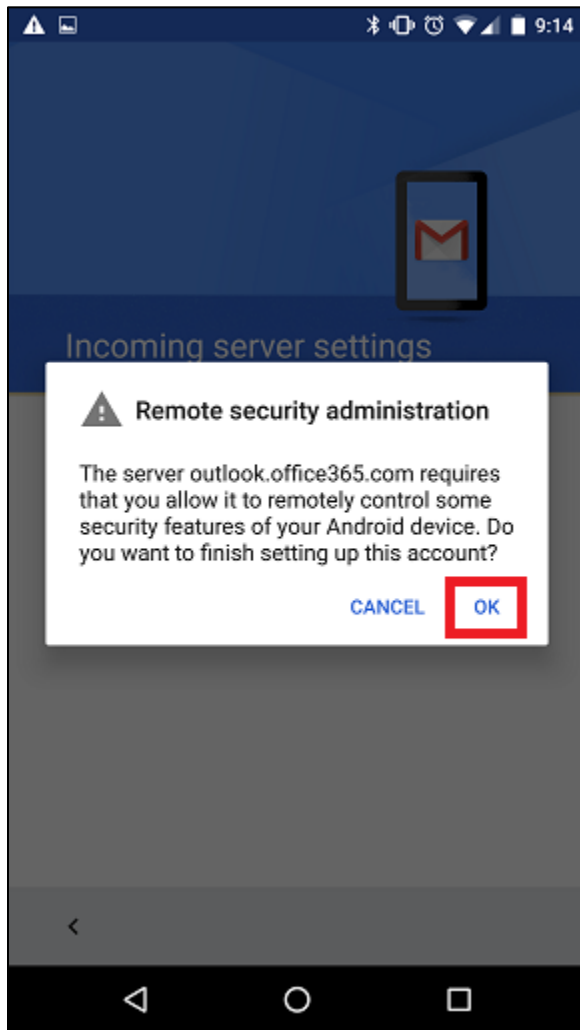6. Enter your **full email address** and select next.

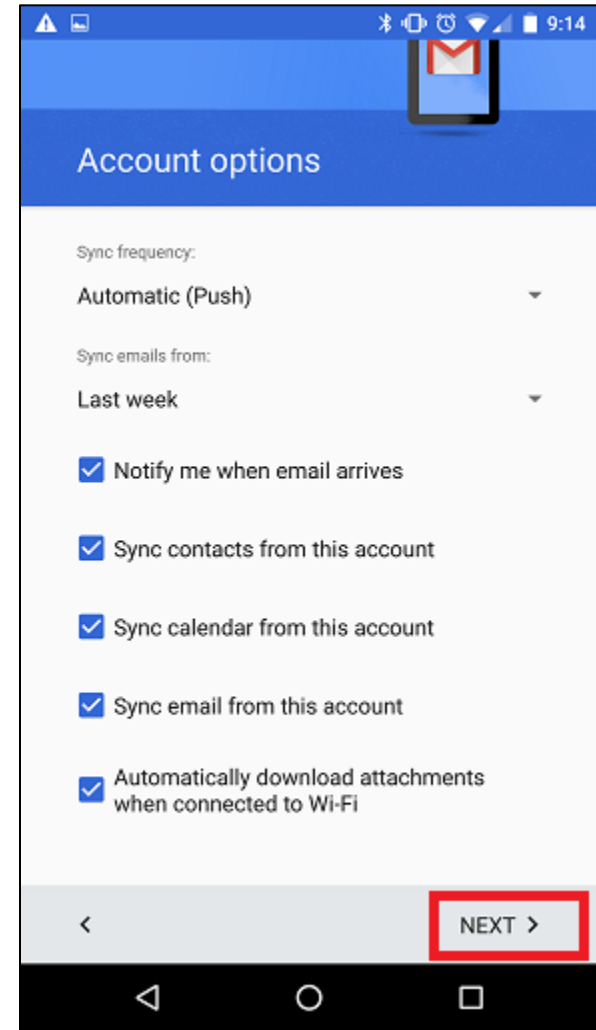7. Enter your password and select next.

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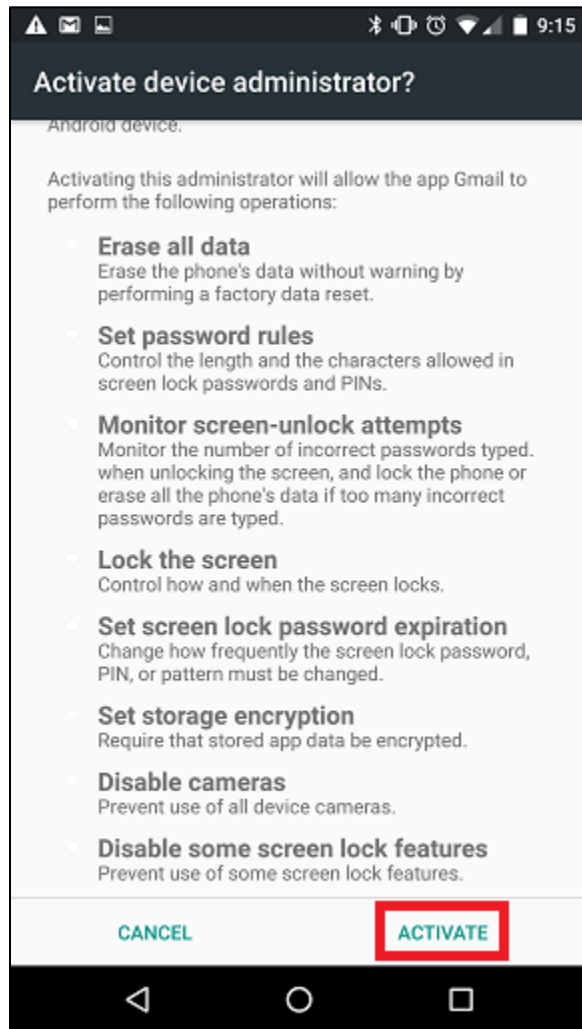
9. Select **OK** at the confirmation window.

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.