The following instructions will help you delete Gmail from your native (built-in) Android email app and add your new LMU Outlook account.

NOTE: Android's built-in mail app may look different on different devices, and these directions may not exactly match the options you see.

1. Delete existing LMU Gmail account
2. Open Email app > tap Settings > Add Account
3. Select Microsoft Exchange ActiveSync
4. Enter your LMU email address
5. Enter your password
6. Tap Next
7. Select Microsoft Exchange Active Sync
8. Tap Yes or Okay to confirm settings
9. Select Sync Settings > Next
10. Tap Done

NOTE: If you have an issue with authentication failure when adding your account, try using the following settings:
   • Domain\Username: your LMU email address
   • Server: outlook.office365.com
   • Ensure SSL is checked.
For detailed instructions, click here. Alternately, you can install Outlook for Android app. Click here for detailed instructions.