

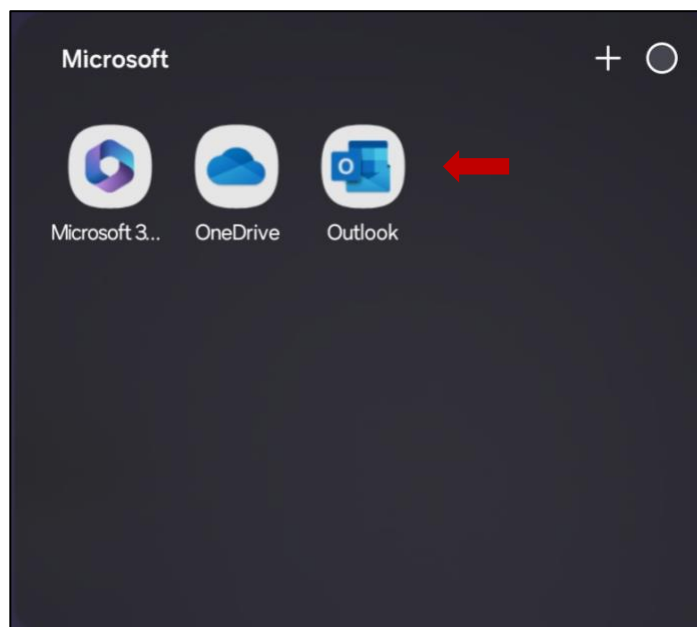
STUDENT TECHNOLOGY HELP DESK

How To Configure Your University Gmail Account in the Outlook App in Android OS

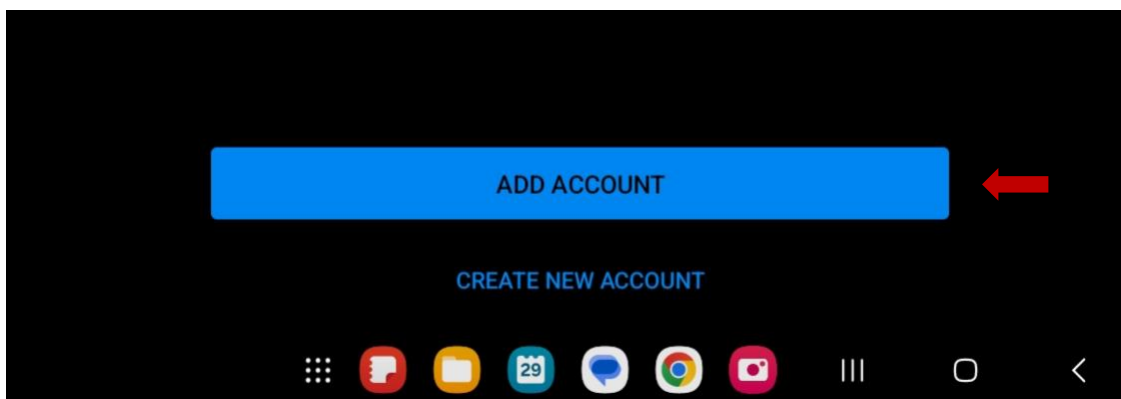
Note: Configuring Gmail within non-Gmail mail applications (e.g., Apple Mail, Outlook for desktop, Outlook mobile app) includes limited functionality, such as sending and receiving email only. For full functionality, including calendar and contacts, you must use Gmail via the web ([gmail.miami.edu](mailto:miami.edu)) or the Gmail mobile app for iOS or Android.

To configure as a secondary account, jump to **page 5**.

Launch the **Outlook** app.

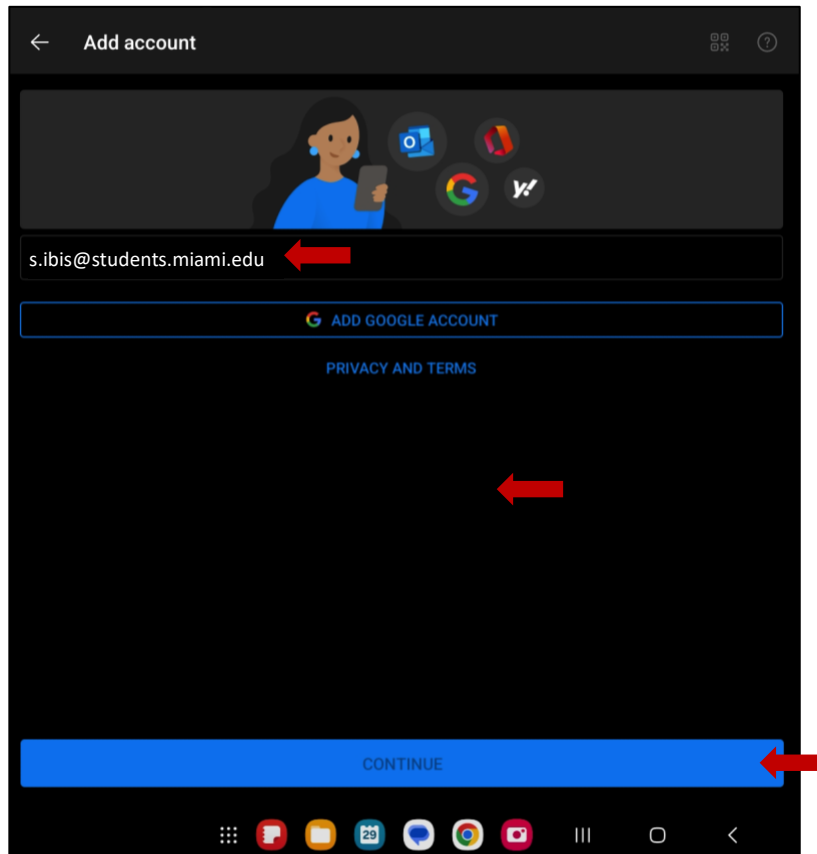


On the welcome screen tap **Add Account**.

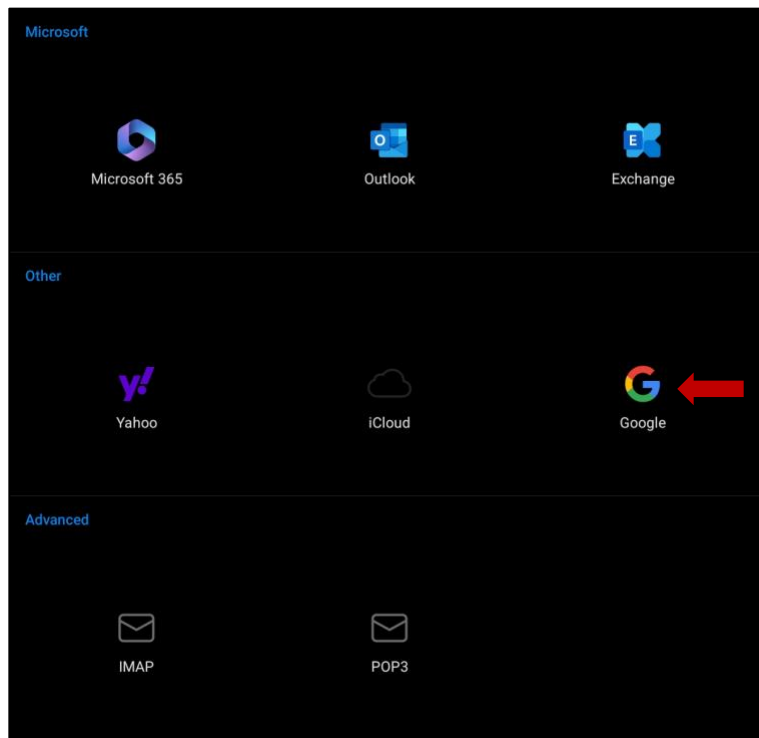


Enter the email address as your **CaneID@students.miami.edu** then click **Continue**.

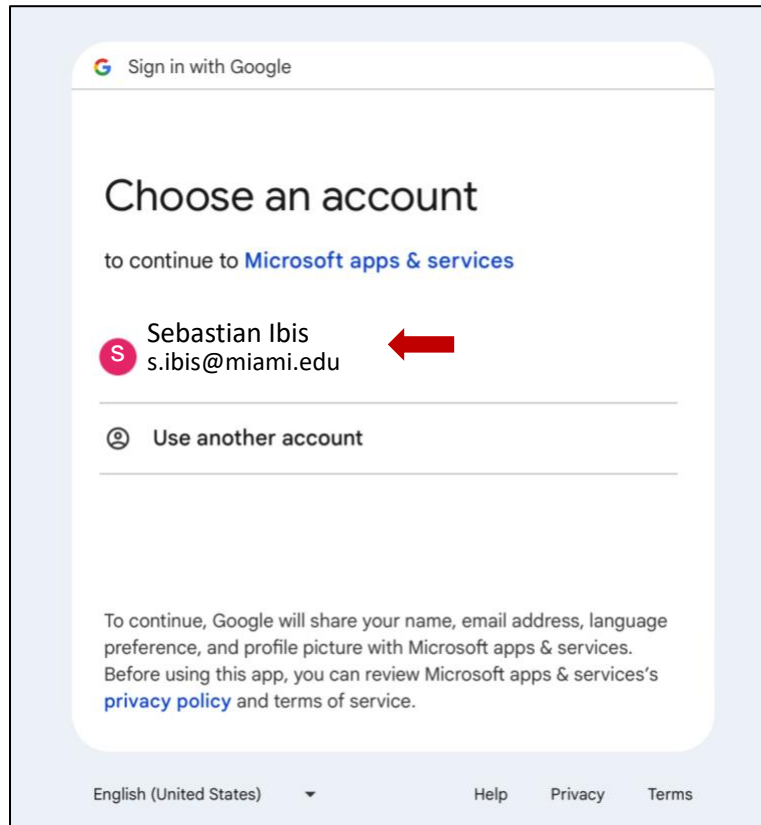
*Important: do **not** click "Add Google Account" as the account will not configure correctly.*



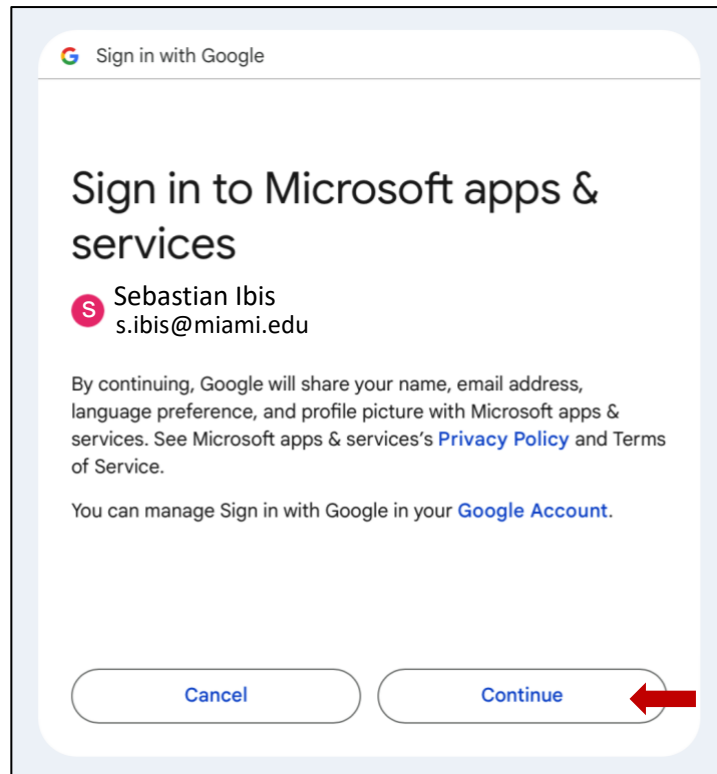
When prompted, select **Google** as the email provider.



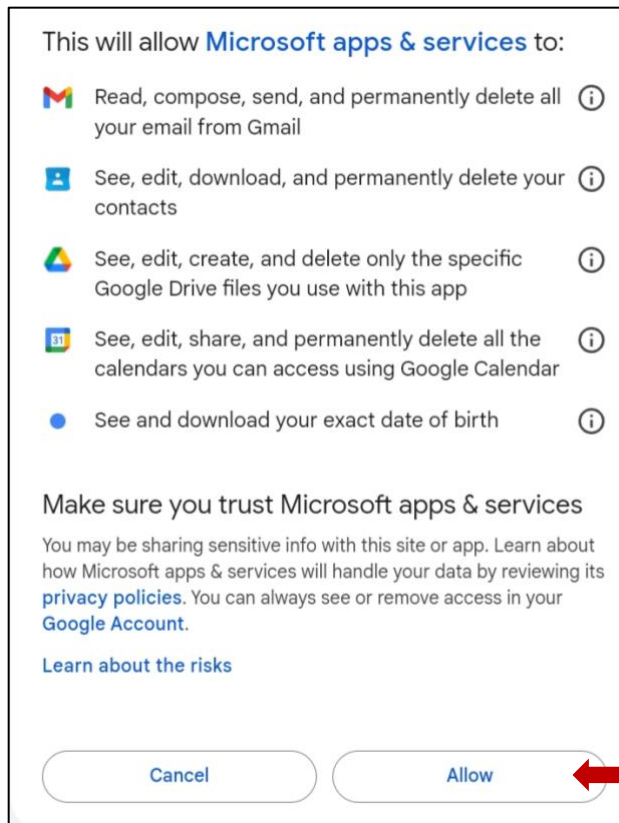
Choose your university email account. If not listed, select **Use another account** to sign in with your UM email address (**CaneID@miami.edu**).



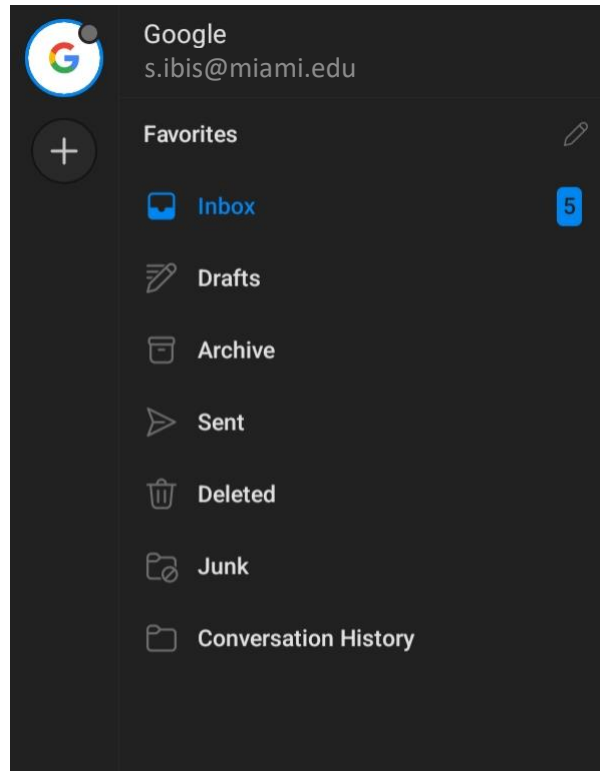
Click **Continue**.



Click **Allow**.

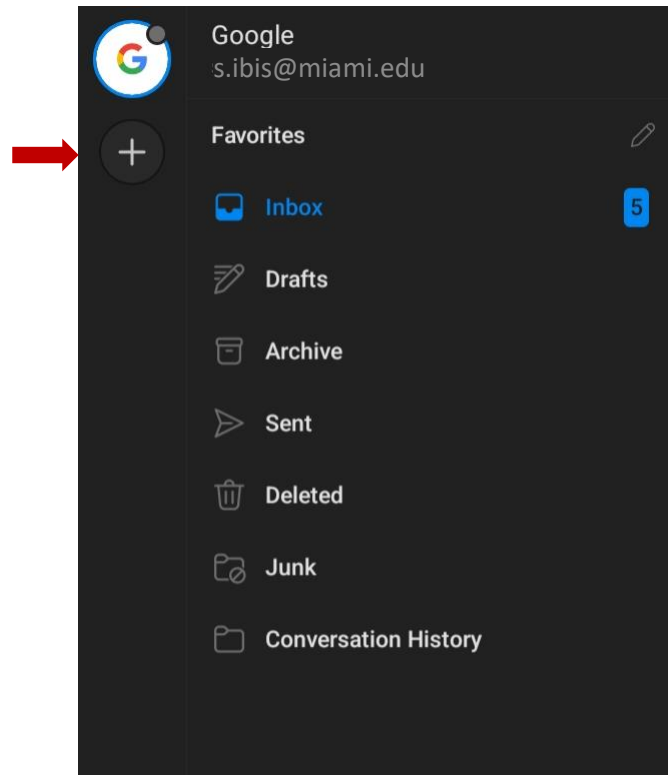


You will then be taken into your inbox.

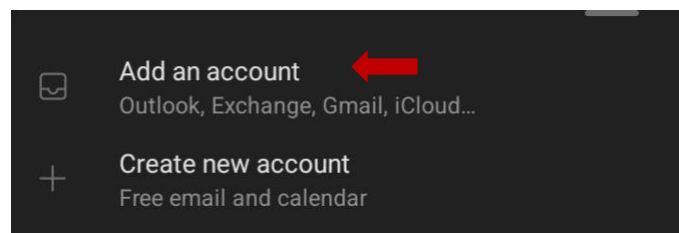


How To Configure Your University Gmail Account as a Secondary Account in the Outlook App in Android

In the **Outlook** app, under your account icon, tap the **+** icon.

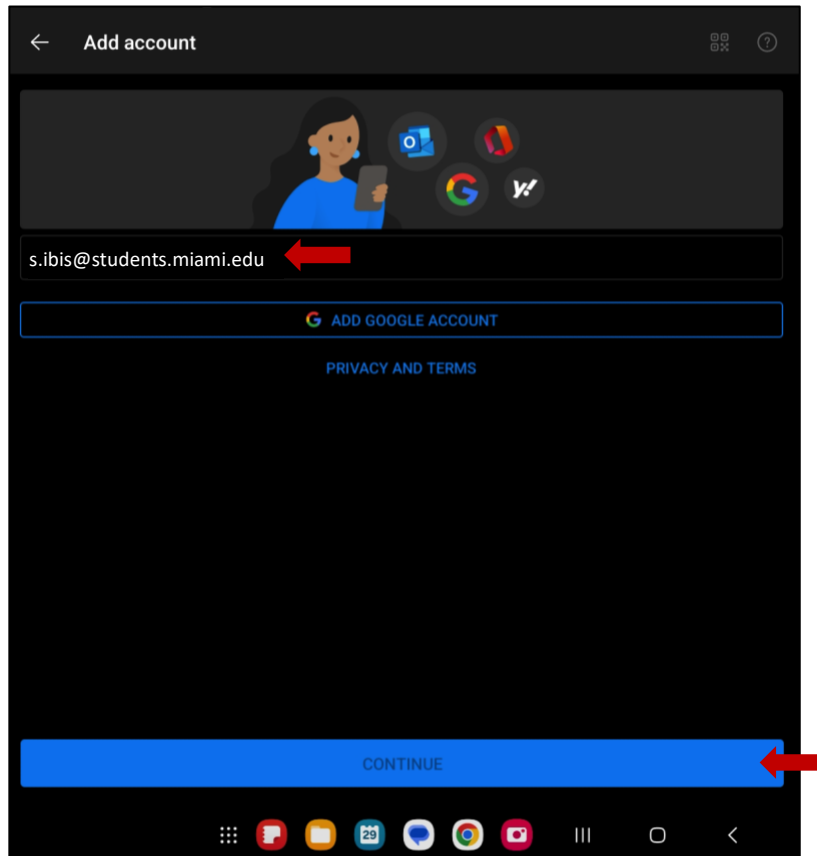


At the bottom of the window select **Add Account**.

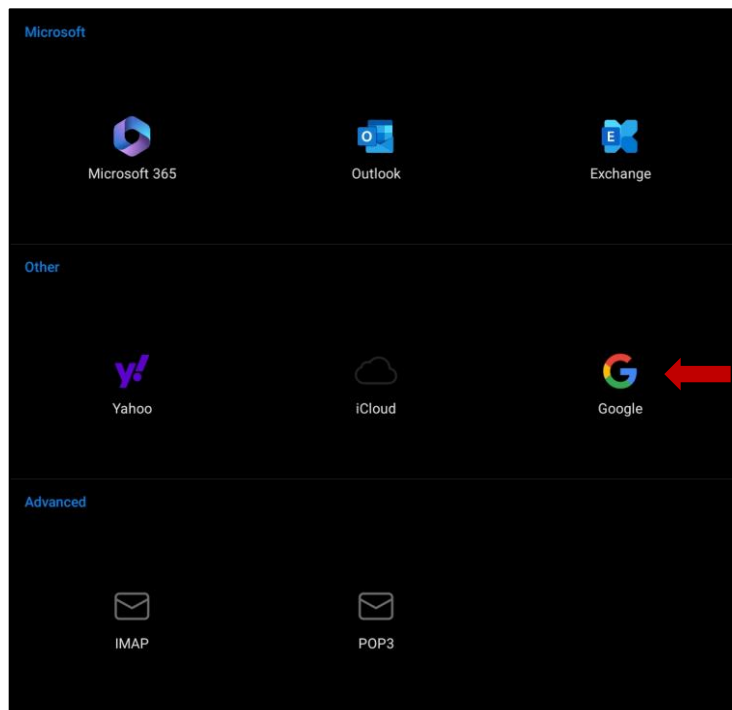


Enter the email address as your **CaneID@students.miami.edu** then click **Continue**.

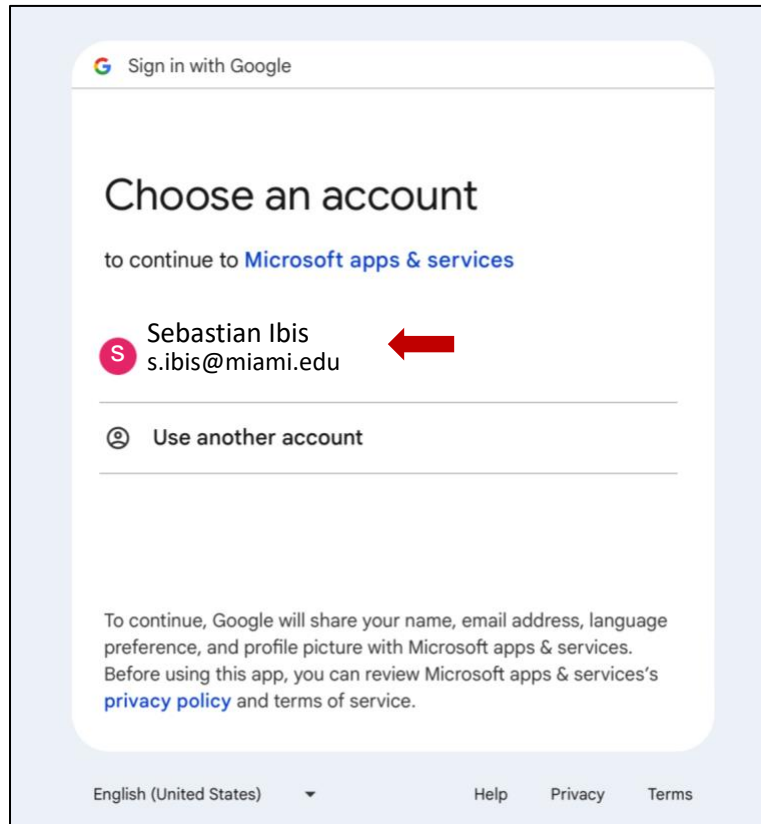
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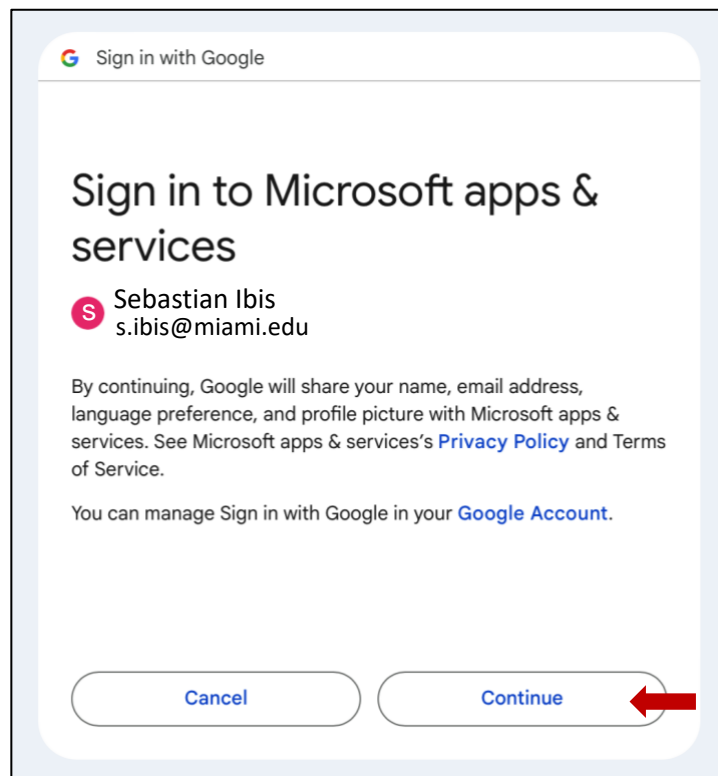
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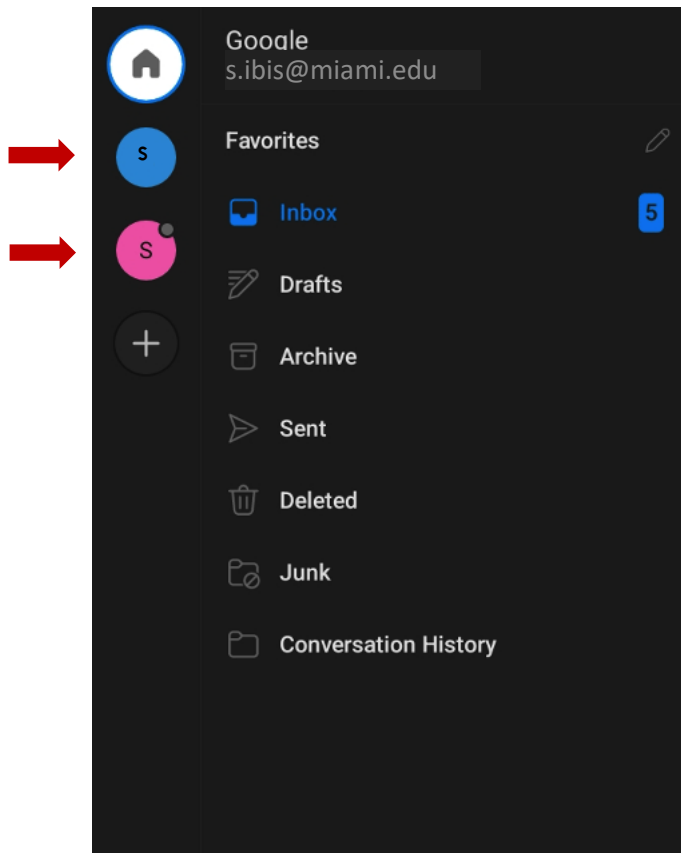
Choose your university email account. If not listed, select **Use another account** to sign into with your UM email address (**CaneID@miami.edu**).



Click **Continue**.



You will then see all of your configured email accounts within the **Outlook** application.



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