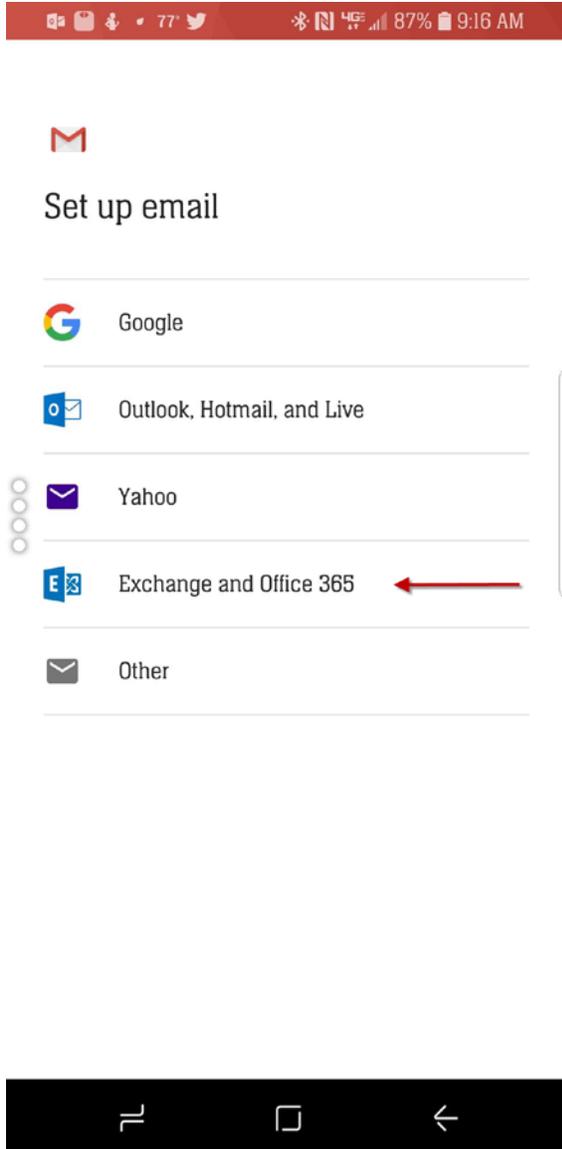


Gmail App Android Users Configuration

If first time, select Exchange and Office 365



Enter your email address (username@sacredheart.edu)



Add your email address

Enter your email

████████@sacredheart.edu



MANUAL SETUP

NEXT



Then Click Next

Enter your password



[Redacted]@sacredheart.edu

Password
.....



SELECT

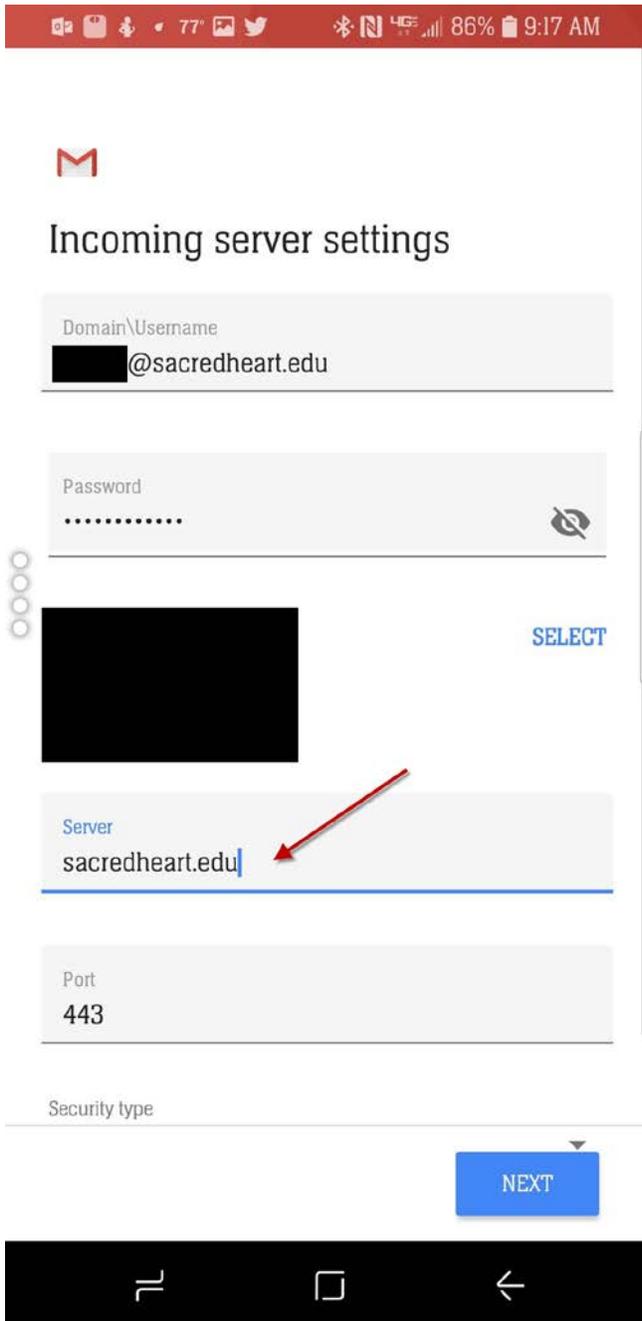
NEXT



Then Click Next

Use App password, NOT AD Password

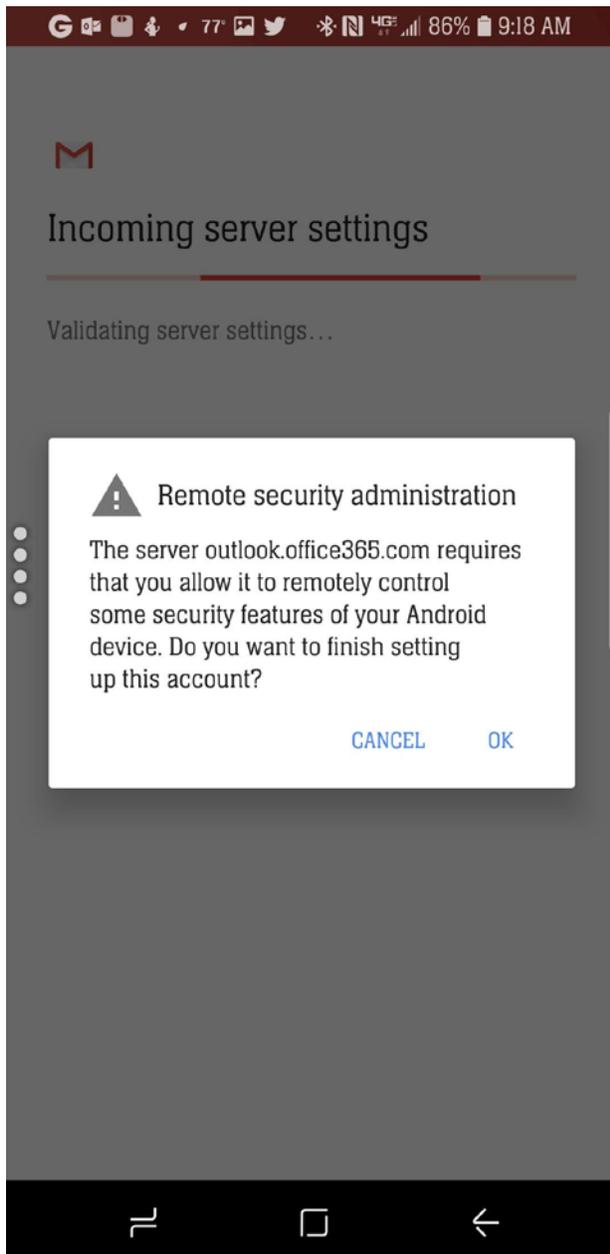
Refer to SHU Office 365 MFA (Page 13) documentation on how to create a App password



Change the Server to:
outlook.office365.com

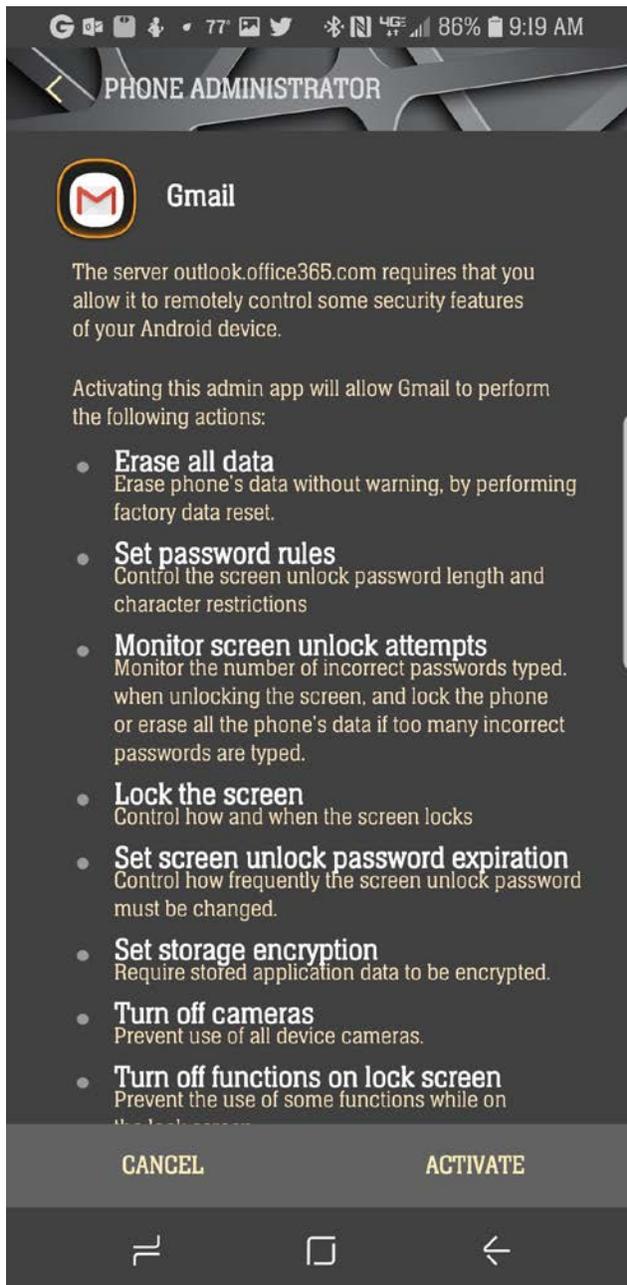
Then Click Next

When you Click Next, you will see this screen:



Click OK

After you click on OK, you will see this screen below:



Click Activate

You will see this screen after you click on Activate,



Your account is set up and email is on its way!

Account name (optional)

Displayed on sent messages



This optional.

But if you like, set it to:

username@sacredheart.edu

NEXT



Click Next

Now you have access to your email. ***Note: It may take a few second – 1 minute for your mail to sync, that is normal***

If you need any assistance, please contact the Factory at 203-365-7575