

Configuring Email

Combining an Outlook and Gmail Account on a Mobile Device

Combining Email in the Outlook App

1. Open the **Outlook** app.

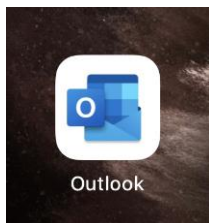


Figure 1

2. Press the **Accounts** button in the upper left-hand corner beside **Inbox**.

Note: the accounts button may be your profile picture.

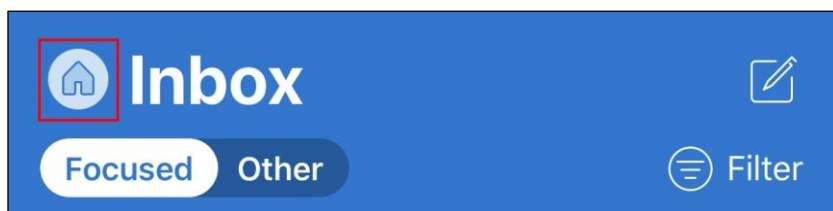


Figure 2

3. Press the **Settings** button in the lower left-hand corner.



Figure 3

4. Press **Add Mail Account**. If prompted, press **Add Email Account**.

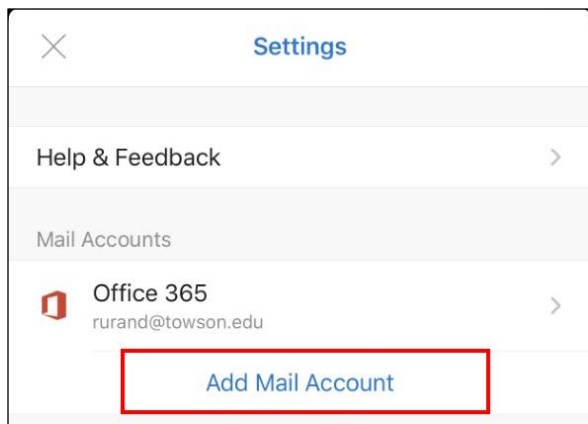


Figure 4

5. Enter your **Gmail address** in the box and press **Add Account**.

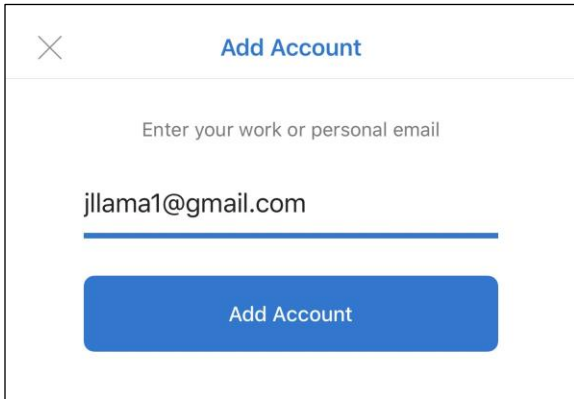


Figure 5

6. You'll be redirected to the Google Accounts screen. Select your **Google account** from the list and skip to step 9. If you don't have your account listed, press **Use another account**.

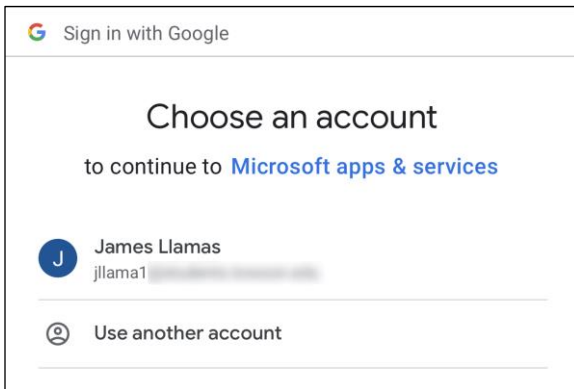


Figure 6

7. Enter your **Gmail address** in the box and press **Next**.

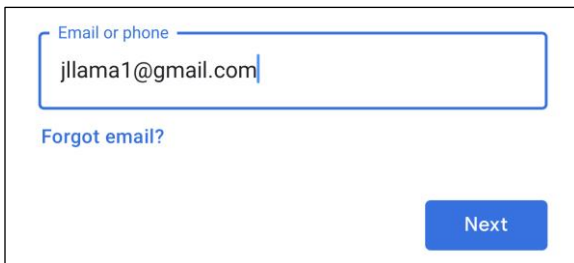


Figure 7

8. Enter your **password** in the box and press **Next**.

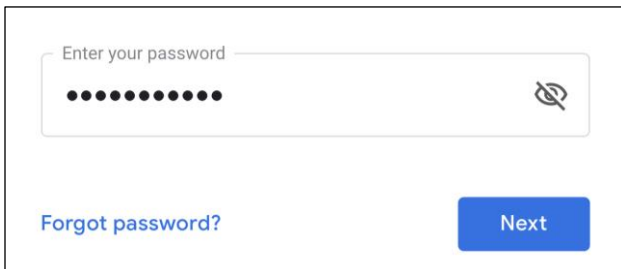


Figure 8

9. A **Permissions** screen will appear, asking you for permission to link your google account information such as your email and calendar information in the Outlook app. Press **Allow**.

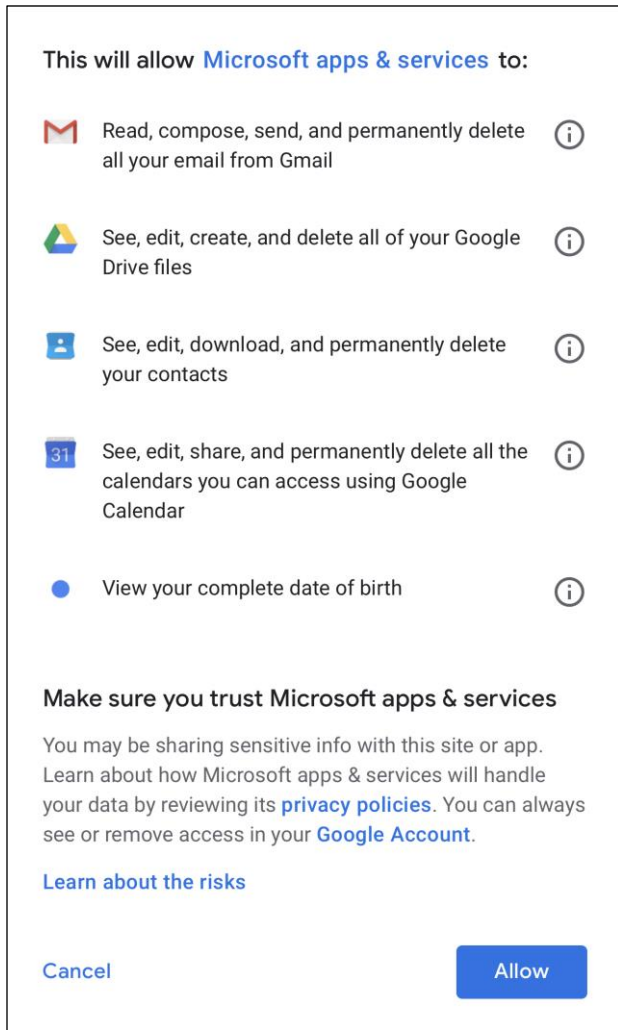


Figure 9

10. Your Gmail account is now added to the Outlook app. By default, your accounts will be combined on the **Outlook Home Screen**. To access your individual email accounts, press the **Accounts** button in the upper left-hand corner and press the account along the left side of the screen.

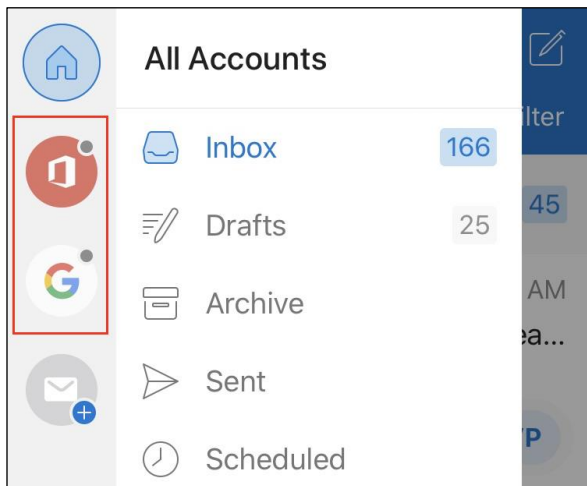


Figure 10

Combining Email in the iOS Mail App

1. From the Home screen, press the **Settings** button.

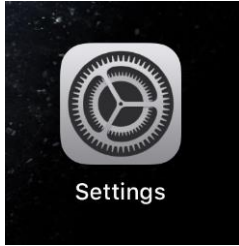


Figure 11

2. Scroll down and press the **Passwords & Accounts** button.

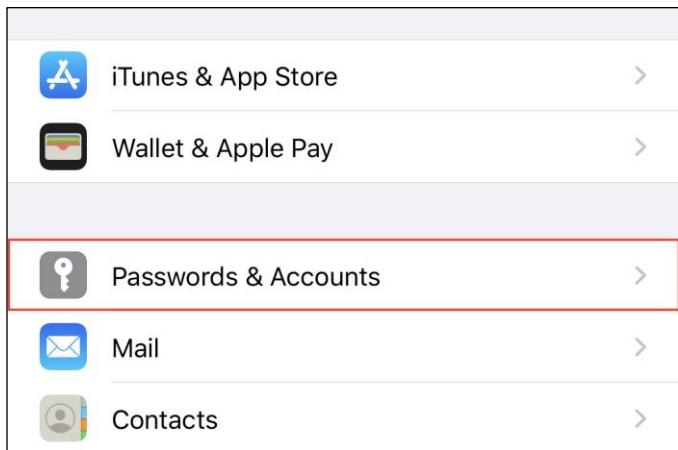


Figure 12

3. Under **ACCOUNTS**, Press **Add Account**.

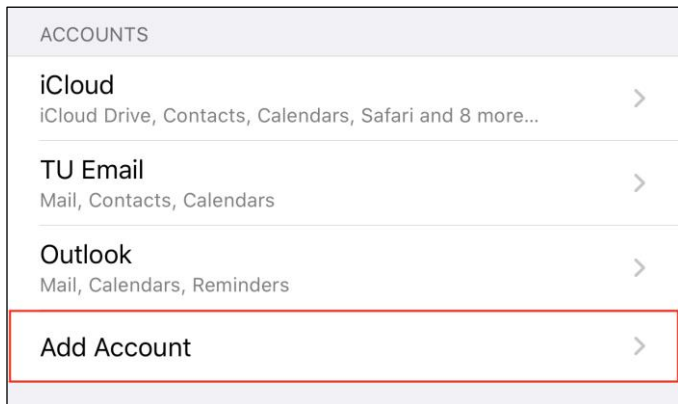


Figure 13

4. Select **Google**.



Figure 14

Note: You may be asked to allow google to sign in, press **Continue**.

5. Enter your **Gmail address** in the box and press **Next**.

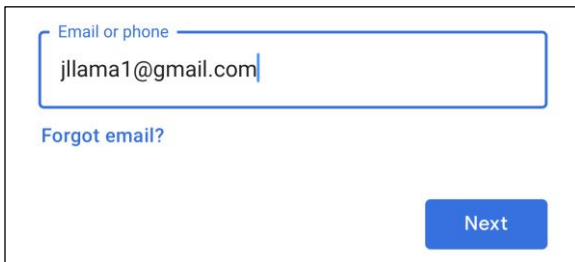


Figure 15

6. Enter your **password** in the box and press **Next**.

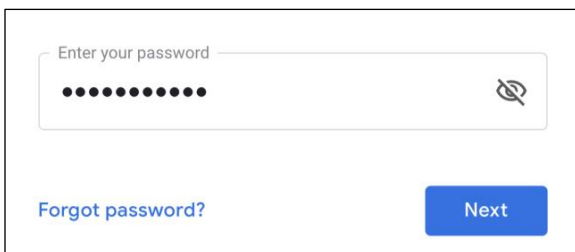


Figure 16

7. Select which services you would like to sync from your Gmail account and then press **Save**.

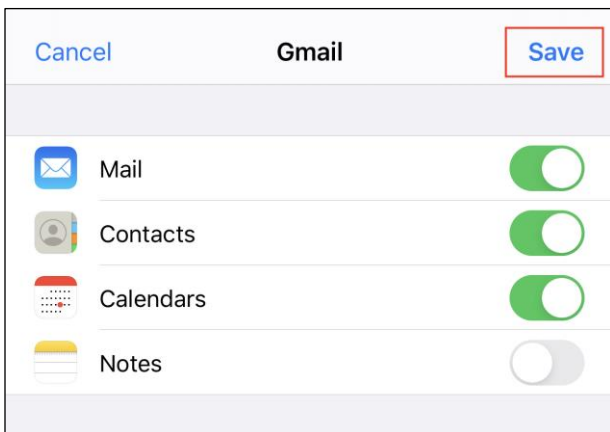


Figure 17

Combining Email in the Android Mail App

Because of the vast amount of different android devices, you may notice a variation in the steps needed to complete this process. For this example, we will be using a **Samsung** device.

1. Press the **Email** app.



Figure 18

2. Press the **Triple line** button

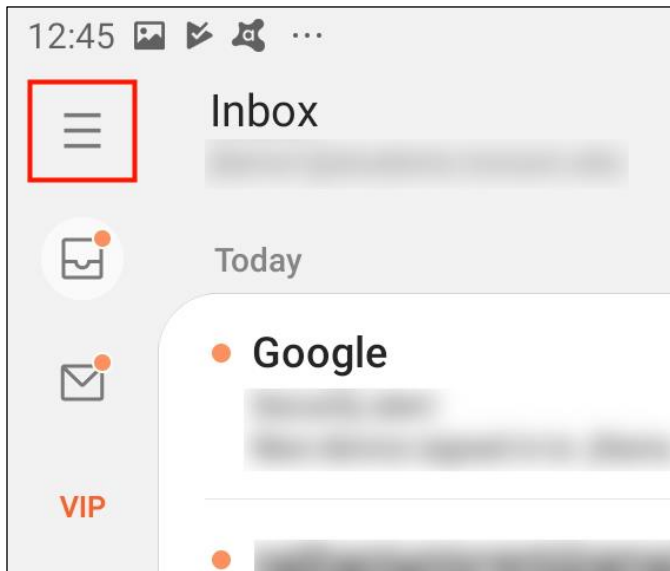


Figure 19

3. Press the **Settings** button.

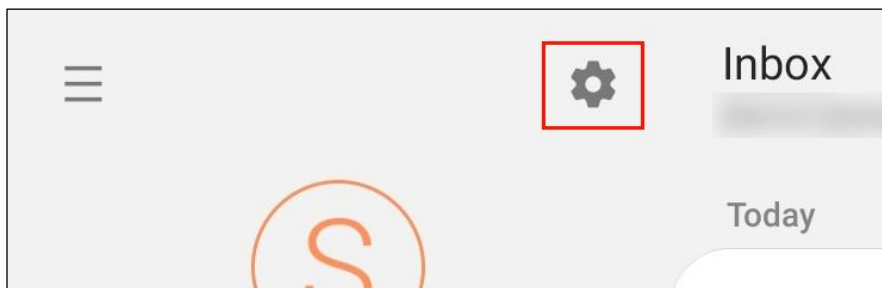


Figure 20

4. Press **Add Account**.

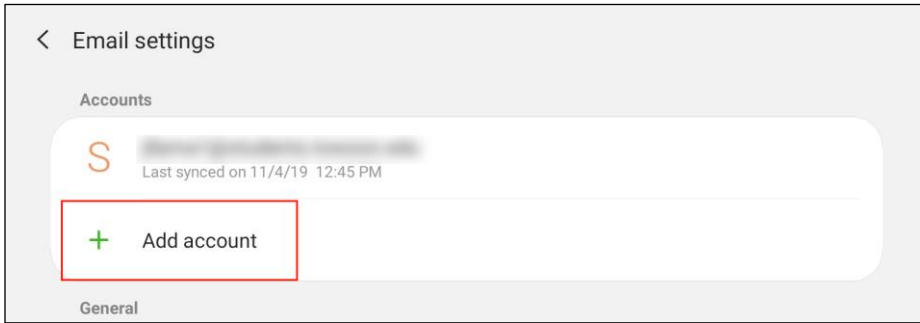


Figure 21

5. Select **Gmail G Suite**.

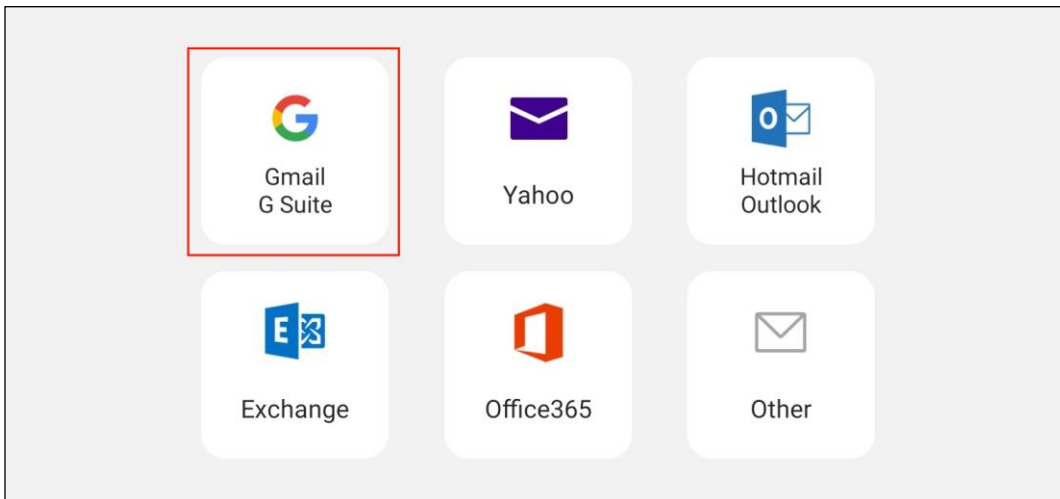


Figure 22

6. Enter your **Gmail address** in the box and press **Next**.

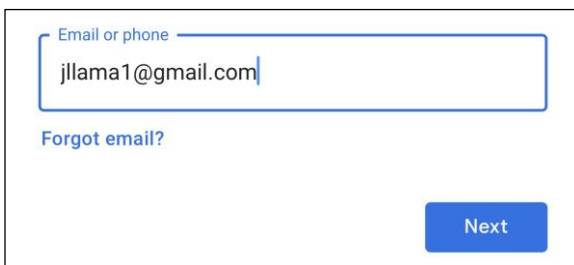


Figure 23

7. Enter your password in the box and press **Next**.

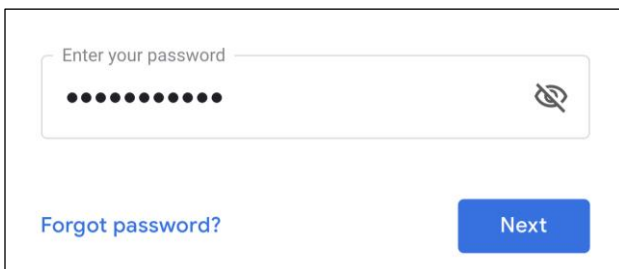


Figure 24

8. A **Permissions** screen will appear. Press **Allow**.

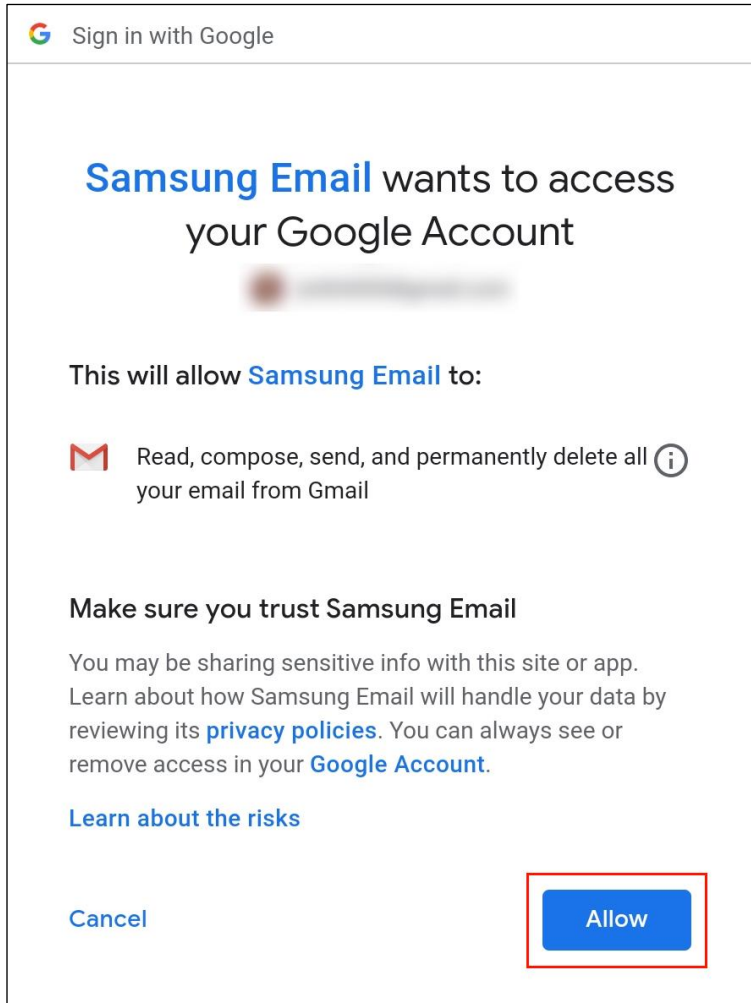


Figure 25

9. Your Gmail account is now added to the **Email** app. By default, your accounts will be combined on the **Email Home Screen**. To access your individual email accounts, press the **email account** along the left side of the screen.

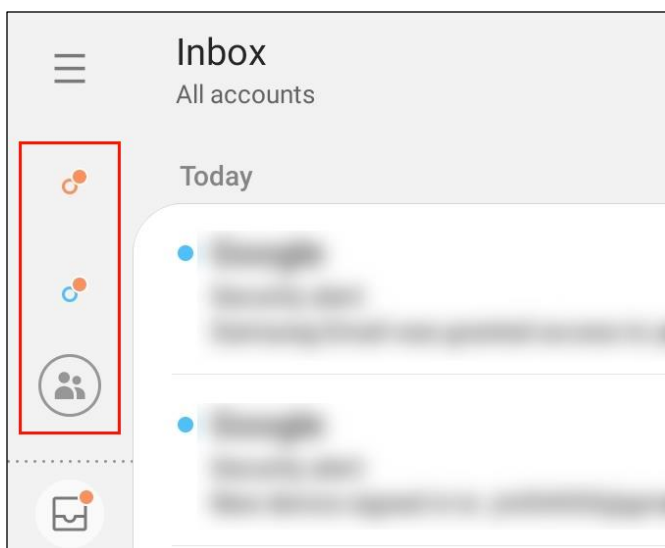


Figure 26