Combining Email in the Outlook App

1. Open the Outlook app.

   ![Outlook app](image)

   Figure 1

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

   Note: the accounts button may be your profile picture.

   ![Inbox](image)

   Figure 2

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

   ![Settings](image)

   Figure 3

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

   ![Settings](image)

   Figure 4
5. Enter your **Gmail address** in the box and press **Add Account**.

![Add Account](image)

*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**.

![Choose an account](image)

*Figure 6*

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

![Email or phone](image)

*Figure 7*

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

![Enter your password](image)

*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.

![Permissions Screen](image)

**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.

![Accounts Screen](image)

**Figure 10**
Combining Email in the iOS Mail App

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

![Settings button](image)

**Figure 11**

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

![Navigation menu](image)

**Figure 12**

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

![Account menu](image)

**Figure 13**
4. Select **Google**.

![Google option](image1)

**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**.

![Gmail address input](image2)

**Figure 15**

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

![Password input](image3)

**Figure 16**

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

![Gmail account sync options](image4)

**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](image1)

2. Press the Triple line button

![Figure 19](image2)

3. Press the Settings button.

![Figure 20](image3)
4. Press **Add Account**.

5. Select **Gmail G Suite**.

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

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

![Image showing a Google sign-in screen for Samsung Email.

Samsung Email wants to access your Google Account

This will allow Samsung Email to:

- Read, compose, send, and permanently delete all your email from Gmail

Make sure you trust Samsung Email

You may be sharing sensitive info with this site or app. Learn about how Samsung Email will handle your data by reviewing its privacy policies. You can always see or remove access in your Google Account.

Learn about the risks

Cancel  [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.

![Image showing the Email app with multiple accounts.

Inbox
All accounts

Today

email account

Figure 26