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



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© 2019 Towson University. This work is licensed under the Creative Commons Attribution-NonCommercial-NoDerivs License. Details available at http://www.towson.edu/OTStraining Date made accessible 11/8/2019 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**.

– Enter your password	
••••	Ŕ
Forgot password?	Next

Figure 8

Configuring Email: Combining an Outlook and Gmail Account on a Mobile Device

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**.

This	will allow Microsoft apps & services to:		
Μ	Read, compose, send, and permanently delete all your email from Gmail	(j)	
4	See, edit, create, and delete all of your Google Drive files	(j	
2	See, edit, download, and permanently delete your contacts	(j)	
31	See, edit, share, and permanently delete all the calendars you can access using Google Calendar	i	
•	View your complete date of birth	í	
Mak	e sure you trust Microsoft apps & service	es	
You may be sharing sensitive info with this site or app. Learn about how Microsoft apps & services will handle your data by reviewing its privacy policies . You can always see or remove access in your Google Account .			
Lear	n about the risks		
Cano	Allov	v	

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.





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.





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.

Email or phonejllama1@gmail.com	
Forgot email?	
	Next

Figure 15

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

	GS
Format accounted?	Next

Figure 16

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





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.

<	Emai	il settings	
	Αссοι	punts	
	S	Last synced on 11/4/19 12:45 PM	
	+	Add account	
	Gener	eral	

Figure 21

5. Select Gmail G Suite.

Ĩ			
	G Gmail G Suite	Yahoo	Hotmail Outlook
L			
	E	1	
	Exchange	Office365	Other

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**.

Enter your password	
••••	Ŕ
Forgot password?	Next

Figure 24

8. A Permissions screen will appear. Press Allow.

G Sign in with Google
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

Figure 25

 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.



