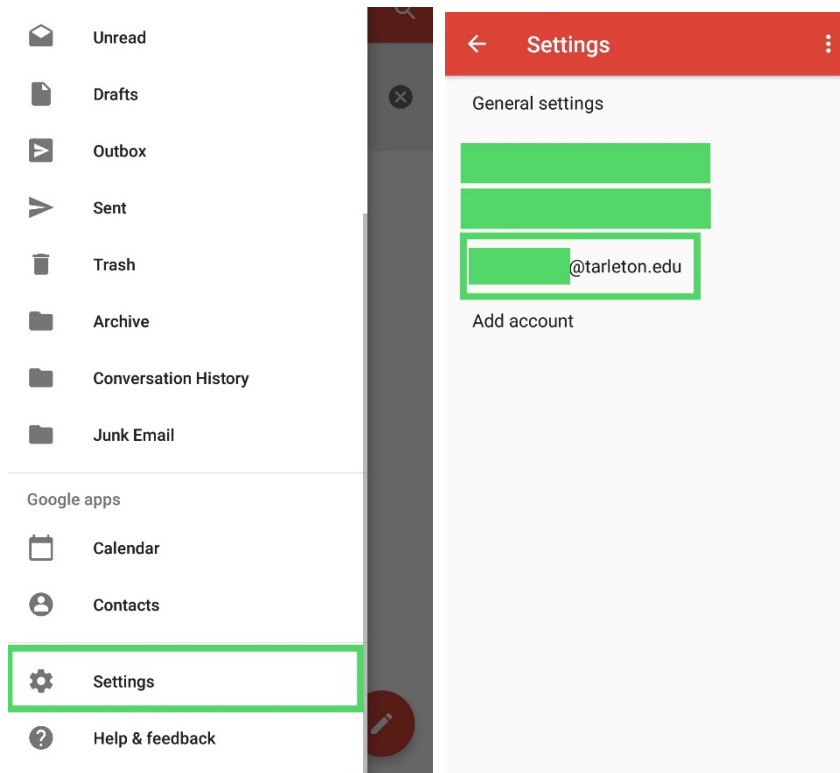
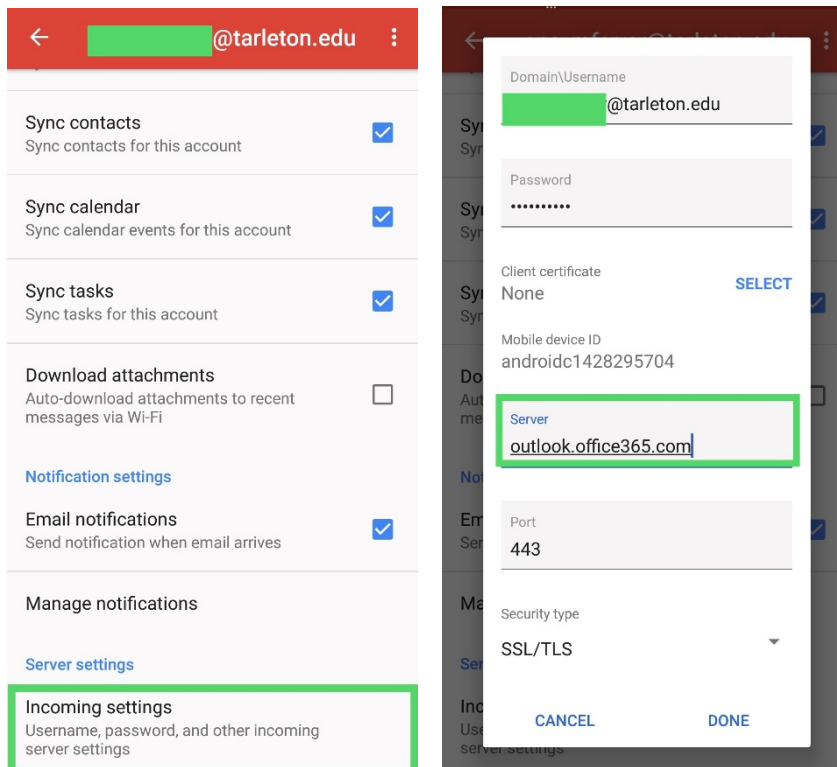


## Set up email using Android Gmail App to Connect to Office 365

1. Go to your Android Phone's Gmail App, tap the Menu at the top left then go to **Settings** > scroll down and tap **Settings** > **Select your Tarleton State University Account**.



2. Then tap on **Incoming Settings**. You will see the details for your account that we need to reconfigure.
3. Change the **Server** from **exchange.tarleton.edu** to **outlook.office365.com**, then type in your **Username** in this format: [username@tarleton.edu](mailto:username@tarleton.edu), then your **Password**. Tap **Done**.



4. Your email should now be configured to connect to Office 365.