

# Adding McNeese email to Android

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If you have a free Microsoft account or an account associated with work or school with a qualifying Office 365 subscription, you'll have access to the app's extra features.

1. Open Gmail app and in the menu icon in the upper left corner go to Settings>Add account>Exchange and Office 365
2. Select "Next"
3. Follow any prompts to sync
4. Go to the inbox you just set up if you see "Action Required" to Sync Email" open it and tap "Use another email instead"
5. Pull down the android notification bar by scrolling down from the top of your screen. If you see a notification that reads "Unable to sync calendar and contacts" tap it. Tap "allow" to give access. Process complete.

NOTE: You also have the option to download the Outlook app from the Google Play store. You may then sign in accordingly using your username, server information, password, and description. Google also has an email app for any email address.

[https://play.google.com/store/apps/details?id=park.outlook.sign.in.client&hl=en\\_US](https://play.google.com/store/apps/details?id=park.outlook.sign.in.client&hl=en_US)

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