

1

Update your Gmail app to the latest version:

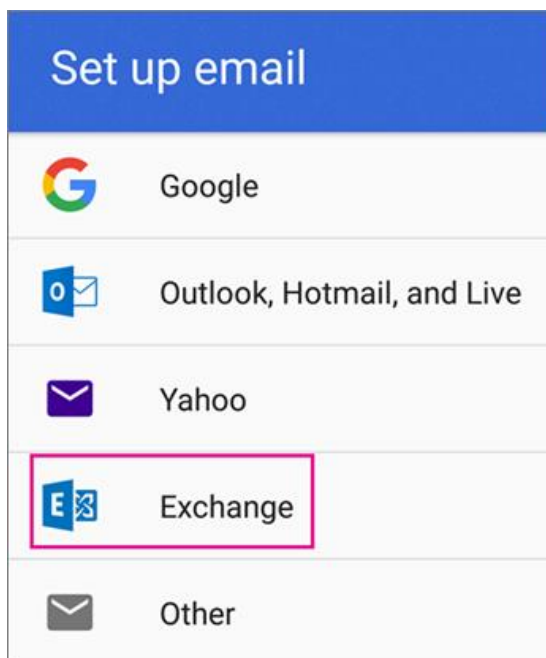
- Open the Google Play Store app on your phone.
- Type "Gmail" into the search bar and then select **Update**.

NOTE: If the update option is not available, you're already on the latest version.

After the update is installed, tap the Gmail app icon to open it.

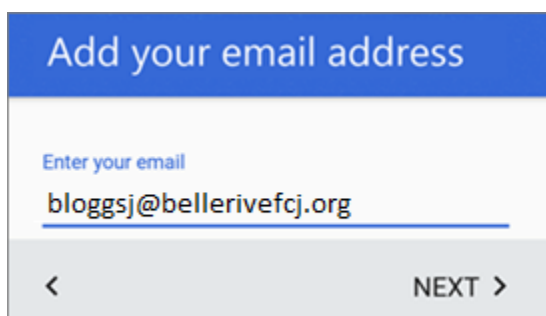
2

Tap the menu icon in the upper left corner > **Settings** > **Add account** > **Exchange**.



3

Enter your full email address and tap **Next**.



Enter your password and tap **Next**.

4

Follow any prompts you may get, including security permissions. You may also be asked to set your sync settings and a display name.

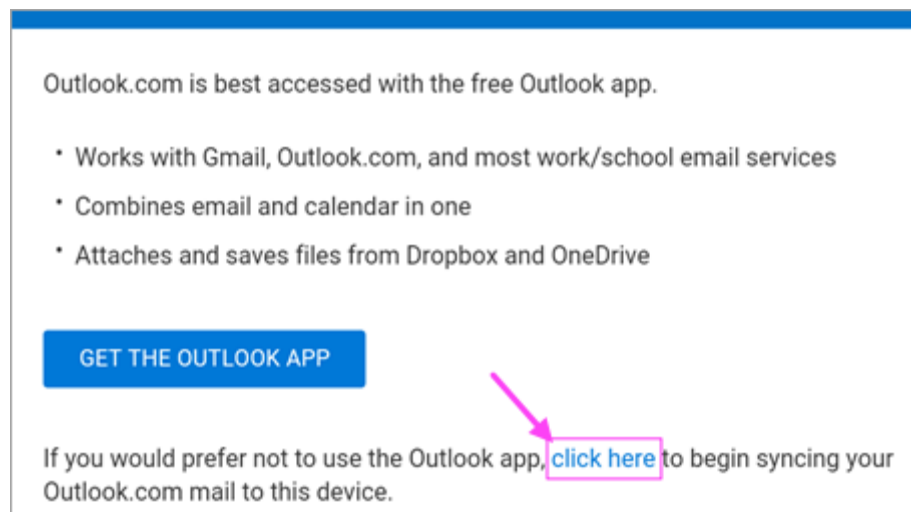
You may also be asked to give additional security control. In this case, choose **Activate**.

5

Go to your inbox. If you see a message from "**Microsoft account**" with a subject that starts with "**Action Required**," follow these steps:

NOTE: If you don't see this message, skip this step.

- Tap the email message to open it.
- Tap the **click here** link to enable sync with the Gmail app.



6

Pull down the Android notification bar by swiping down from the top of your screen.

If you see a notification that reads "**Unable to sync calendar and contacts**," tap it. Then tap **Allow** and follow the prompts.

NOTE: If you don't see a sync error notification, you're good to go!

5:27 PM Tue, November 15



Wi-Fi

MSFTOPEN



Location



Sound



Auto
rotate



Bluetooth



Auto

Quick connect

Tap here to connect devices



Unable to sync calendar and c.. 5:23 PM

Tap to allow Gmail to sync calendar and
contacts for yourname@hotmail.com