ANDROID UTMAIL+ SETUP

Gmail App for Android

Android 5.0 and up uses the Gmail app to display all email acounts. Your device might have slightly different labels and screens from those shown below. Contact the Help Desk at help.desk@utoronto.ca or at 416-978-4357 if you have any questions.

1. If you have your UTORexchange account set up on your device, remove the account before continuing.
2. Go to **Settings**, **Users & accounts** (**Accounts** on some devices), and tap **Add account**.
3. Choose **Exchange**.
4. Throughout the setup screens, you will need to fill in the information shown below. Tap **Next** or **Previous** to navigate through the setup screens. If you see a Redirect request screen, tap **OK** to continue.

Email address:

firstname.lastname@utoronto.ca
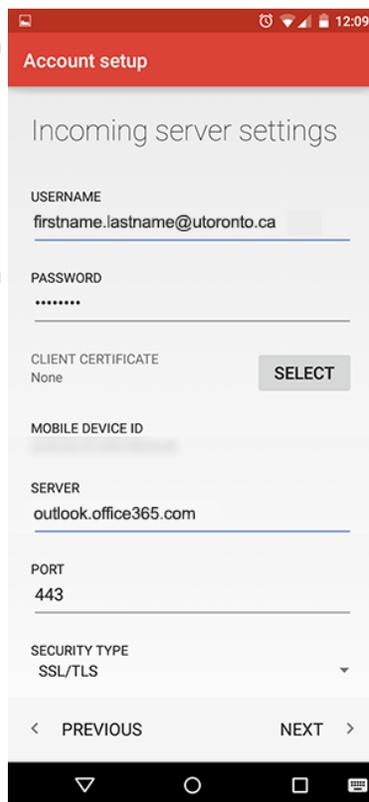
Password: your UTORid password

Username: this is the same as your email address and is usually of the form:

firstname.lastname@utoronto.ca
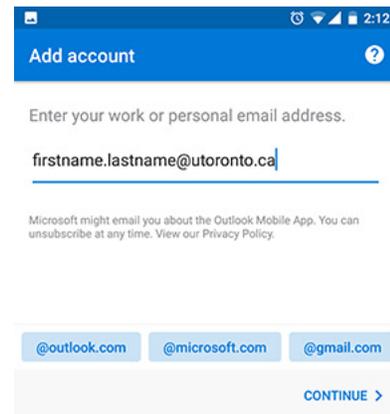
Server: outlook.office365.com

Security Type: SSL/TLS

5. Tap **OK** to allow when you see the screen about additional security settings.
6. You will be offered the opportunity to sync contacts, email, calendar, etc. Tap **Next**.
7. Tap **Activate** on the Activate device administrator screen.
8. Give the account a name (e.g. UTmail+) and tap **Next**.
9. When you have completed the setup process, your mail and other selected options will begin syncing.
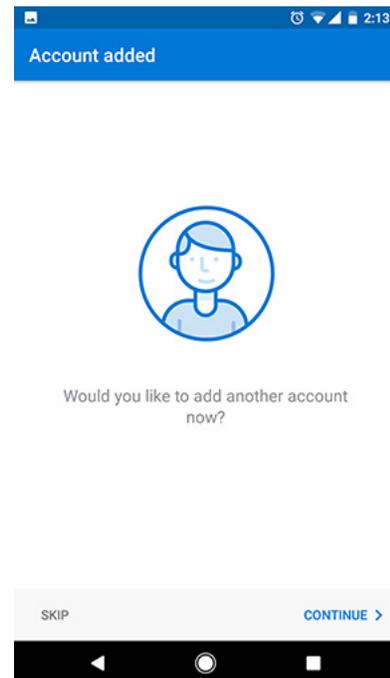
Outlook for Android

1. Open the Play store, find Microsoft Outlook and tap **Install**.
2. Open Outlook once it's finished installing. Tap **Get Started**.
3. Type your email address and tap **Continue**.
4. You will see the Weblogin screen. Enter your UTORid and password and tap **Log in**.
5. Tap **Skip** if you do not wish to add another account.
6. Swipe through the information screens and tap the checkbox once done. You will be taken to your Inbox.