

Adding NISD Email to Android Phone Instructions

[Standard Microsoft Exchange Setting](#)

[Built-in Android Gmail App](#)

Standard Microsoft Exchange Setting

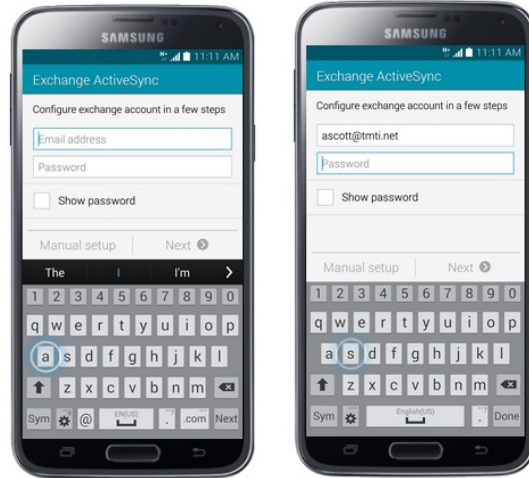
1. Click on Settings Icon
2. Click on “Passwords and Accounts” or “Accounts and backup”



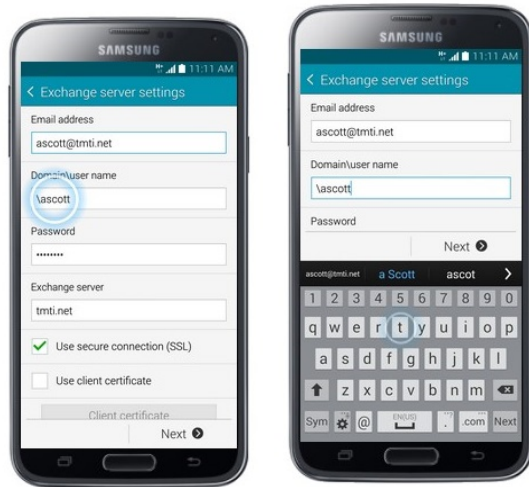
3. Click on Add Account or Manage accounts > scroll down to “+ Add account”
4. Click on Microsoft Exchange Active Sync



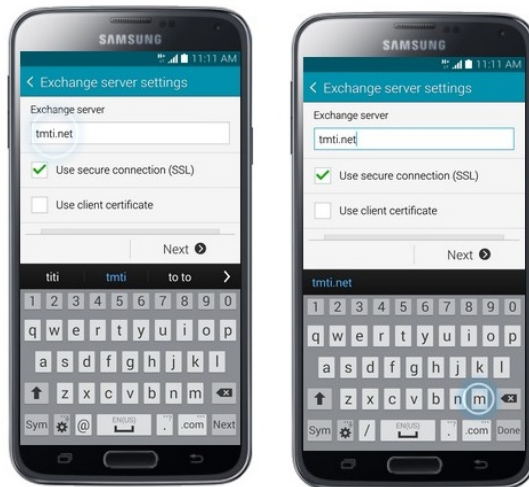
5. Type your email@nisdtx.org and Password (Workplace Email)



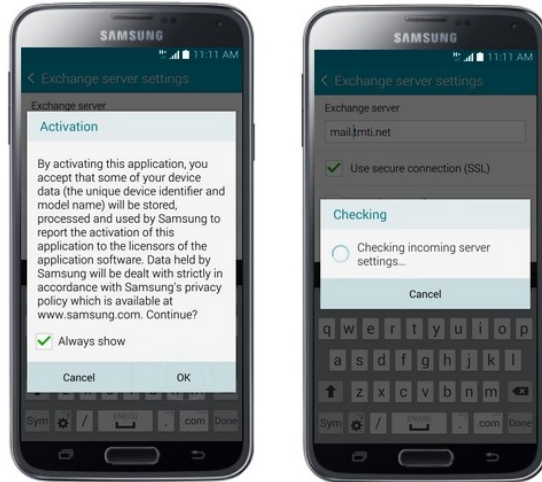
6. Enter Domain\username
Leave the Domain blank.
Just type in \username. This is the first part of your email address before the "@" sign



7. Scroll down and Touch Exchange Server
8. Enter the Server address. (The Server for Office 365 is: outlook.office365.com) - choose NEXT

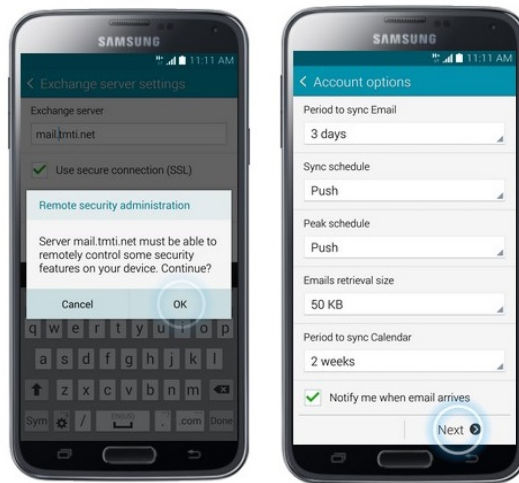


9. Touch OK and wait while the phone verifies the account.



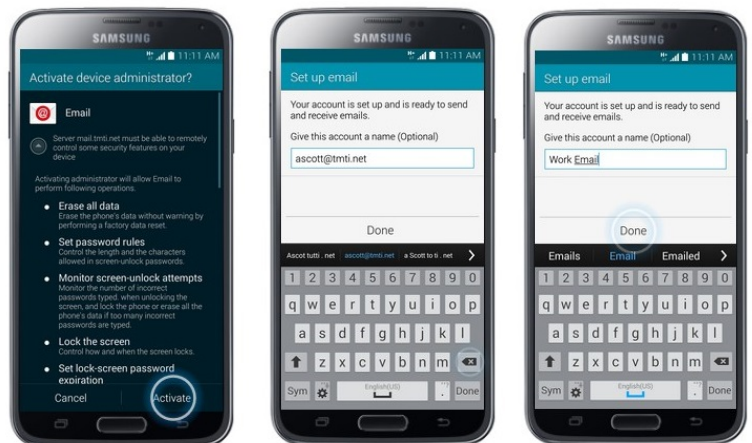
10. Touch OK for remotes security administration

11. Scroll down and touch Next. Some options will be pre-selected. You can change any of the displayed options before proceeding.



12. Touch Activate.
Edit the Account Name if desired.
For example, NISD Email

13. Touch Done



Built-in Android Gmail App

Before you begin, update the Gmail app to the latest version:

1. Open the Google Play Store app on your phone or tablet.

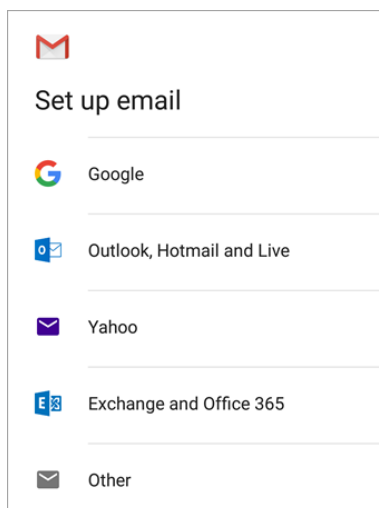
2. Type "Gmail" into the search bar and then select Update.

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

1. Open the Gmail app.

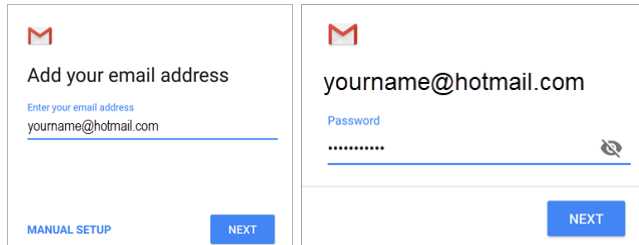
Tap the menu icon in the upper left corner > Settings > Add account > Exchange and Microsoft 365.

Important: Do NOT choose "Outlook, Hotmail, and Live" unless you want to sync email only and not calendar/contacts.



2. Enter your full email address and tap Next.

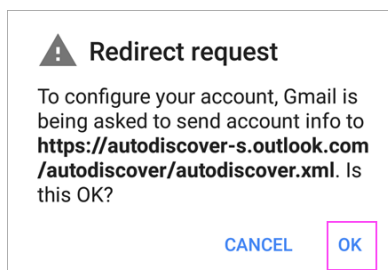
Enter your password and tap Next.

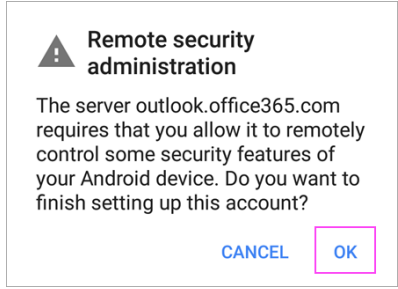
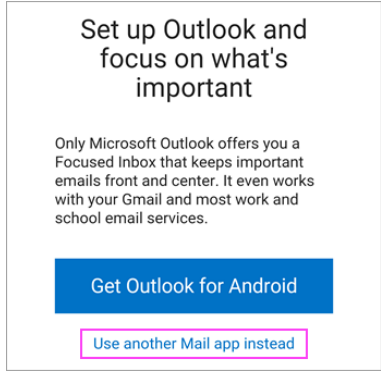
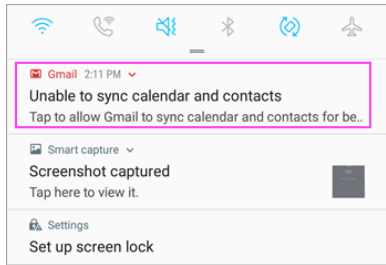


3. Follow steps for your account type:

- Microsoft 365 work or school: you may see a Redirect request screen. Tap OK.

On the Incoming server settings screen, change your server to outlook.office365.com



4. Follow any prompts you may get for security or device permissions, sync settings, and more. You may also be asked to confirm Remote security administration and approve additional security measures. In this case, choose OK or Activate.	
5. Go to the inbox you just set up. If you see an email that says "Action Required to Sync Email," open it and tap Use another Mail app instead. If you don't see this message and emails are syncing, skip this step.	
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 to give access and you're done! Note: If you don't see a sync error, verify your calendar and contacts are syncing.	

Updated January 2022