

Removing & Adding Mail: Android Phone – Gmail Office 365

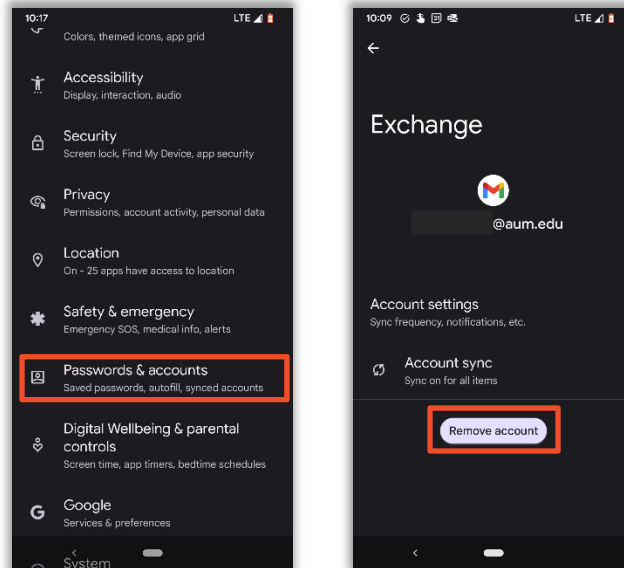
1. First, please remove your existing Exchange or AUM email account from your Android device.

2. Open Settings 

3. Tap Passwords & Accounts

4. Locate AUM Email

5. Remove AUM Account

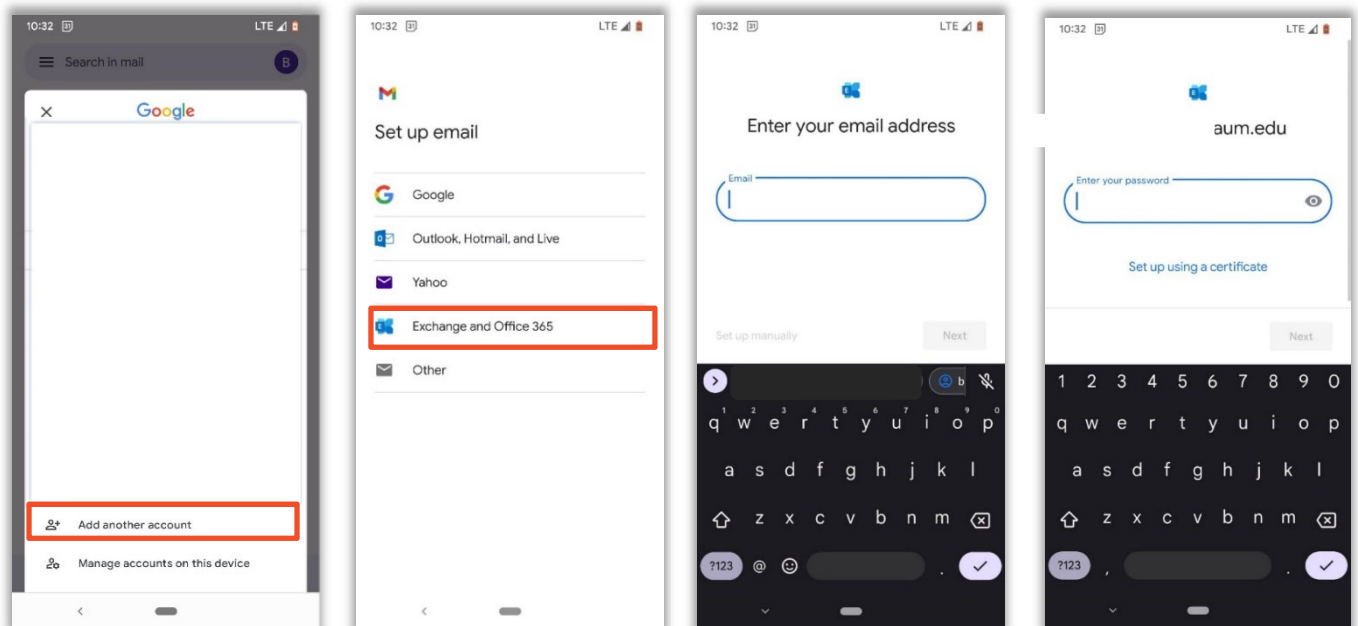


6. Tap Gmail 

7. Tap Gmail symbol while in mail.



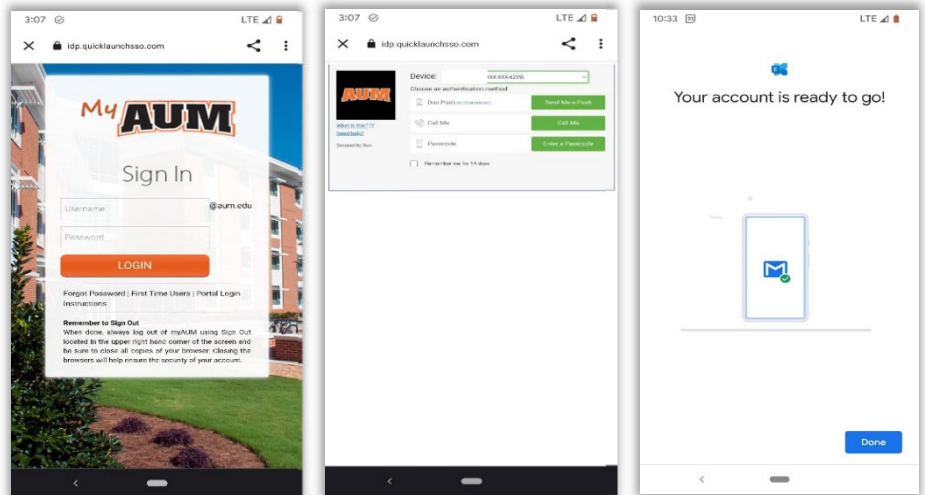
8. Tap **"Add Another Account"**.



9. Enter your Email address and Password:
<first initial>lastname@aum.edu

10. Click Next

11. Tap Done



How to Get Help

Please contact HELPDESK@AUM.EDU PH: 334.244.3500 | [IT Help Desk](#) | [AUM](#)