

## Gmail Email App

After Multi-Factor Authentication is setup, if the mail app was already setup on the device you will need to [update your password](#) for the Gmail app.

### Add Office365 email to Android built in Gmail app (will need to be Manual Setup)

1. Open the Gmail app and click on the menu icon in the top left corner.
2. Select **Settings – Add account – Exchange and Office365**.
3. Enter your CCU email address and select **Setup Manually**.
4. You will now be on the Email setup page. These settings should be filled in for you, but you will **need to enter the app password and change the server address**.

Account Info:

Email: [username@coastal.edu](#)

Password: **Enter your App password** created during MFA setup. (To create a new app password follow these steps: <https://docs.microsoft.com/en-us/azure/active-directory/user-help/multi-factor-authentication-end-user-app-passwords#create-and-delete-app-passwords-from-the-additional-security-verification-page>.)

Client Certificate: None

Server Settings:

Domain\username: username@coastal.edu

Server: change from coastal.edu to **outlook.office365.com**.

Port:443

Security type: SSL/TLS

Select **Next**.

5. Prompt that Gmail needs to access this phone will appear- select **Review Permissions**.
6. Prompt to activate device administrator – select **Activate**.
7. Your account is ready to go – select **Done**.

For additional instructions/screenshots visit: [https://support.office.com/en-us/article/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c#ID0EAADAAA=Gmail\\_app](https://support.office.com/en-us/article/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c#ID0EAADAAA=Gmail_app) and choose the option for manual setup.

### Update password for Office365 in Gmail Email app

1. Open the Gmail app and click on the menu icon in the top left corner.
2. Select **Settings – Server Settings**
3. **Enter your App password** created during MFA setup and **Save** settings. (To create a new app password follow these steps: <https://docs.microsoft.com/en-us/azure/active-directory/user-help/multi-factor-authentication-end-user-app-passwords#create-and-delete-app-passwords-from-the-additional-security-verification-page>.)