

EOAS Help Desk

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How can I connect my Android-based Gmail app to EOAS mail, calendar, and contacts?

Tom Yerex - 2021-03-09 - 1 Comment - in Email, calendar, and contacts

People who own an HTC, Samsung, Motorola, or another Android-based cell phone can download and install the Microsoft Outlook app through the Google Play store. You can access the Microsoft Outlook app through the Google Play store or by following this link:

<https://play.google.com/store/apps/details?id=com.microsoft.office.outlook&hl=en>

Set up Exchange email in Outlook for Android

1. Open Outlook for Android on your device. Tap **Settings** > **Add Account** > **Add Email Account**.
2. On the Add Account page, enter your email address and tap **Continue**.

In most cases, Outlook will be able to automatically detect your email provider and configure your account for you. *If you're prompted to choose your account type, choose your Exchange from the icons shown.* If you are not sure who your email provider is, see [Troubleshoot email setup on mobile](#).

3. Enter your password and **sign in** to connect your account. You may also be asked to enter a name and description of your account.
4. If you are prompted to enter additional details such as server settings, you will need to [find email server settings from your provider](#) or ask your organization's system administrator.

You can also see [POP and IMAP settings for Office 365](#) and go to the section titled "POP and IMAP settings for Exchange-based email" for helpful tips.

Note: If you choose to set up your email using IMAP or POP, **your calendar will not sync**. [What are IMAP and POP?](#)

5. Outlook for Android may request access to info like your calendar and contacts. Tap **Yes** or **Allow** to grant these permissions. If your organization has set up security policies for you, tap **Activate**.

You are now ready to use Outlook for Android!

Comments (1)

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6th Oct 2016

Pulled from

4:30pm

<https://support.office.com/en-us/article/Set-up-email-in-the-Outlook-for-Android-app-886db551-8dfa-4fd5-b835-f8e532091872>

There is some question if the native Gmail application, which also has an Exchange client, may upload data for backup to Google's servers outside of British Columbia.