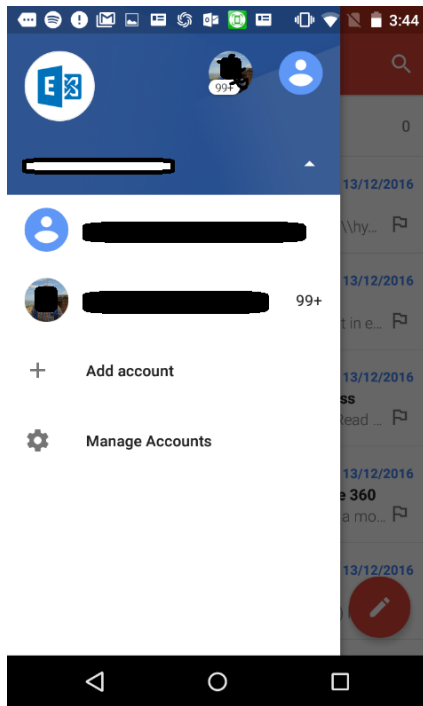


## Adding your HYMS Office 365 mailbox to Gmail on Android

Open up the Gmail application

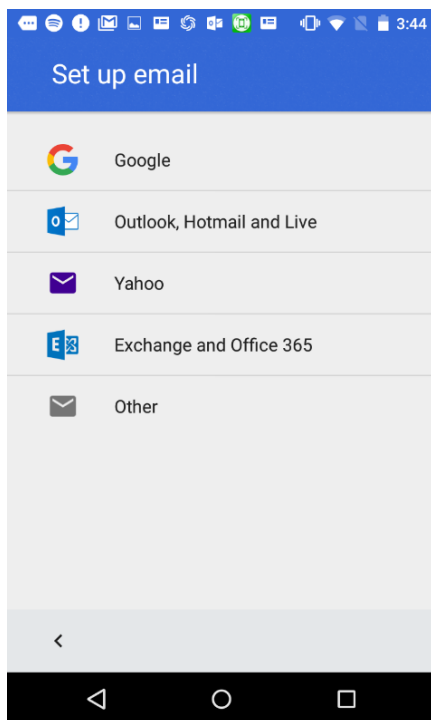
Press on the three white bars in the top left hand corner on the red bar.

Press on the down arrow ▾ against you name.

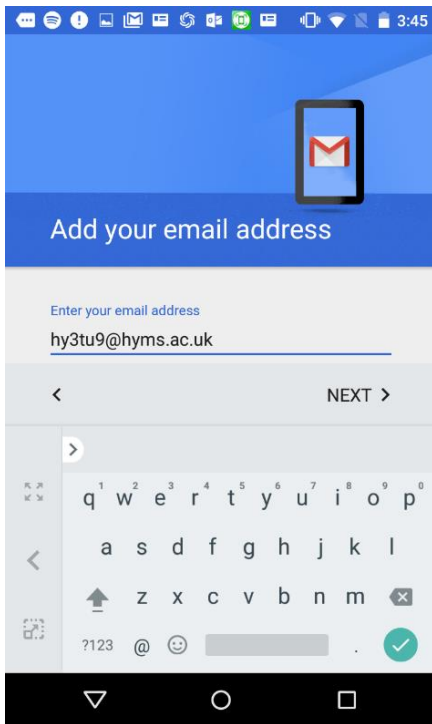


Now press on "+ Add Account"

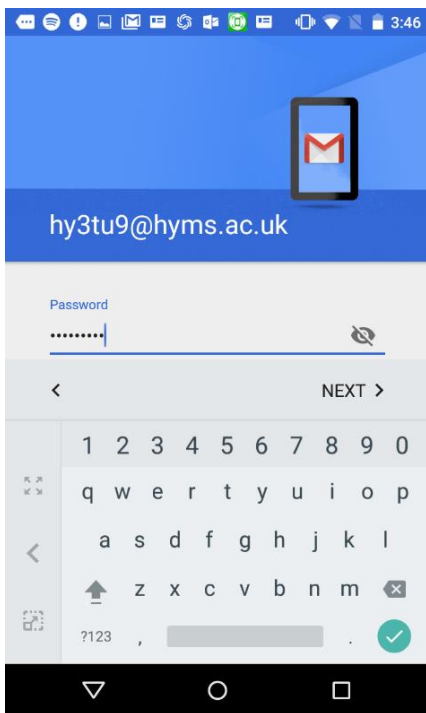
Then press Exchange and Office 365



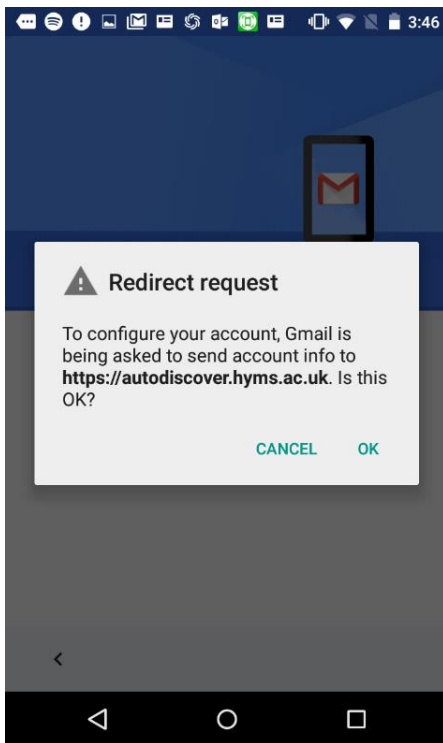
Enter your e-mail address in the format: <user-id>@hyms.ac.uk



Press NEXT >

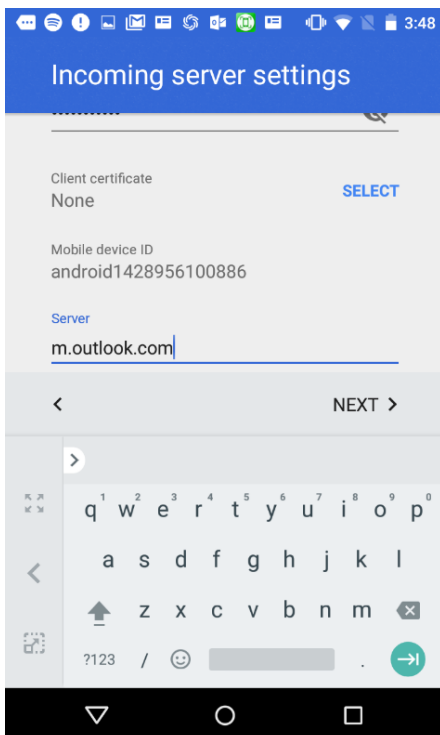


Enter your password and press NEXT >



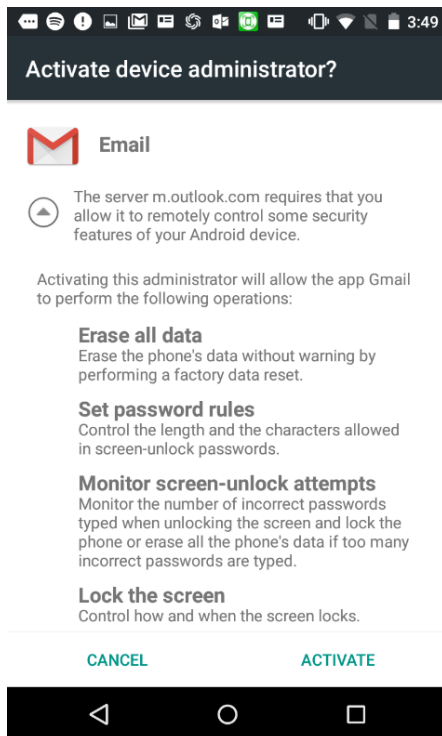
Press OK to the above request.

When the following screen is show replace the [Server](#) from hyms.ac.uk to **m.outlook.com**

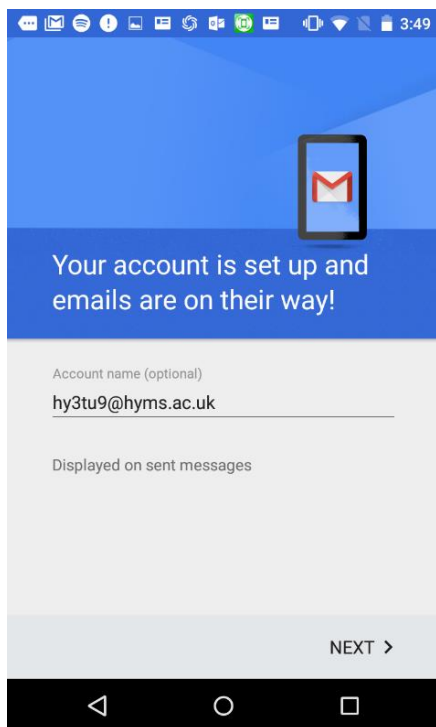


Press next.

Then press **ACTIVATE** to allow gmail the following rights to your phone.



You then get to name the account so you can recognise it in Gmail.



You are now all setup.