

Want to get NGTC student email on your **Android**? Here's how!

STEP 1:

Update your Gmail app to the latest version:

- Open the Google Play Store app on your phone.
- Type "Gmail" into the search bar and then select **Update**.

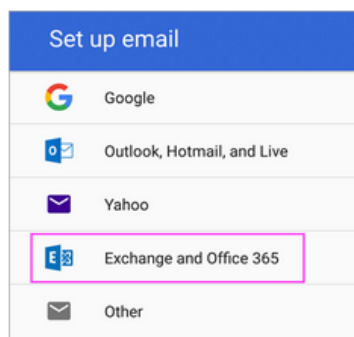
NOTE: If the update option is not available, you're already on the latest version.

After the update is installed, tap the Gmail app to open it.

STEP 2:

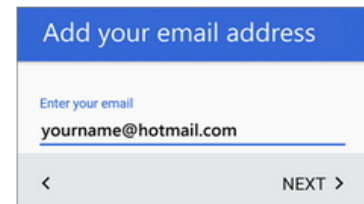
Tap the menu icon in the upper left corner > **Settings** > **Add account** > **Exchange and Office 365**.

IMPORTANT: Do **NOT** choose "Outlook, Hotmail, and Live" unless you want to set up your account as an IMAP account.



STEP 3:

Enter your full email address and tap **Next**.



Enter your password and tap **Next**.

NOTE: If you're prompted for additional settings, you'll need to ask your email provider or contact your administrator.

STEP 4:

Follow any prompts you may get, including security permissions. You may also be asked to set your sync settings and a display name.

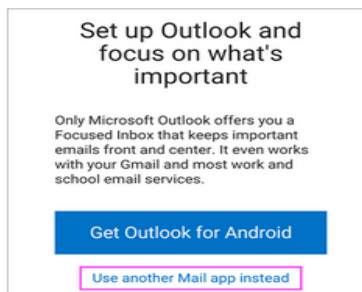
If you use Office 365 for business, you may also be asked to give additional security control. In this case, choose **Activate**.

STEP 5:

Go to your inbox. If you see a message from with a subject that says "**Action Required to Sync**," follow these steps:

NOTE: If you don't see this message, skip this step.

- Tap the email message to open it.
- Tap the **Use another Mail app instead** link to enable sync with the Gmail app.

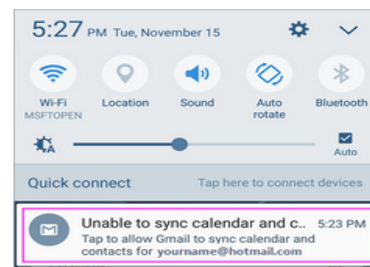


STEP 6:

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.

NOTE: If you don't see a sync error notification, you're good to go!



You're done!