Set up email with the built-in Android email app

There are primarily two email apps that are most widely used on Android, the Gmail app and the Samsung Email app.

Set up email in the Samsung Email app (Use this option with Samsung phone)

1. Open the Samsung Email app.

2. Go to **Settings** > **Add account**.

3. Choose **Corporate**. Depending on how your organization set up your account, you might receive a message about additional security features. Select **OK** to continue.

   Note: If you are having issues adding your email to the app, try any one of the other **Add Other Account** option).

4. Enter your full email address and password. Tap **Sign In**.

5. If prompted for sync options, select the options you want such as calendar and contacts. You may also be asked to set a description and/or display name.

6. You are now ready to use your email in the Email app! To see calendar and contacts, you'll have to see them using the built-in apps on your device.

Set up email in the Android Gmail app

1. Update your Gmail app to the latest version.

   Note: Do this by opening the Play Store app on your phone. Search "Gmail" and then select **Update**. If update option is not available, you are already on the latest version.

2. Open the Gmail app. Go to **Settings** > **Add account** > **Exchange**.

3. Enter your full email address. Tap **Next**.

4. Enter your password and tap **Next**.

5. If prompted for sync options, select the options you want such as calendar and contacts. Tap **Next** to complete setup.

6. You're now ready to use your email in the Android Gmail app!

   Note: Syncing email, calendar, contacts, and tasks may take a few minutes. If your device can't connect to your email account, make sure your email address and password are typed correctly.