

STUDENT TECHNOLOGY HELP DESK

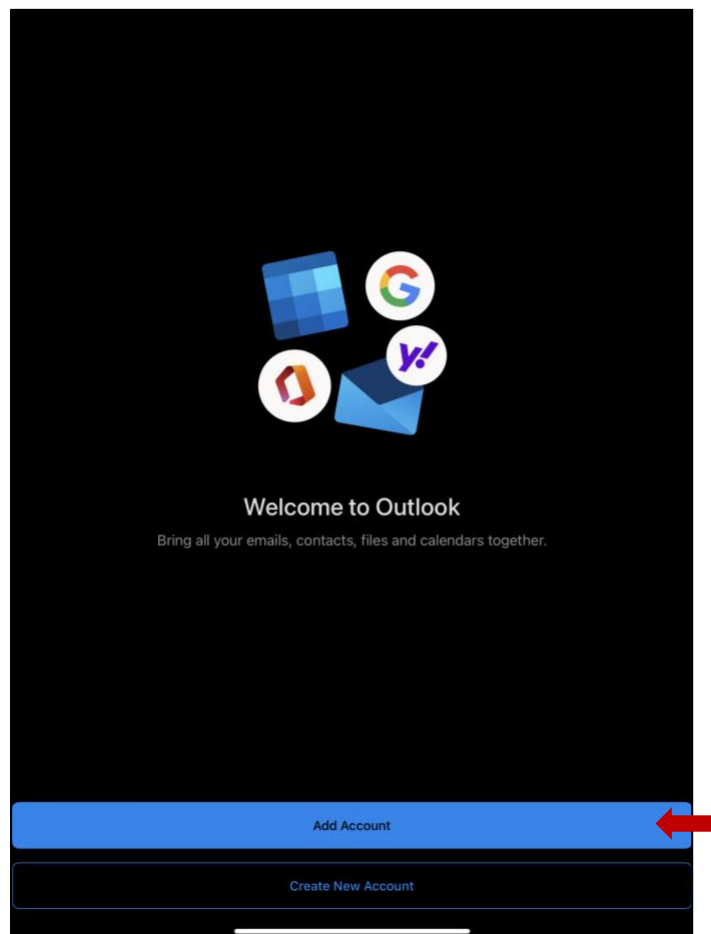
How To Configure Your University Gmail Account in the Outlook App in iOS

Note: Configuring Gmail within non-Gmail mail applications (e.g., Apple Mail, Outlook for desktop, Outlook mobile app) includes limited functionality, such as sending and receiving email only. For full functionality, including calendar and contacts, you must use Gmail via the web (gmail.miami.edu) or the Gmail mobile app for iOS or Android.

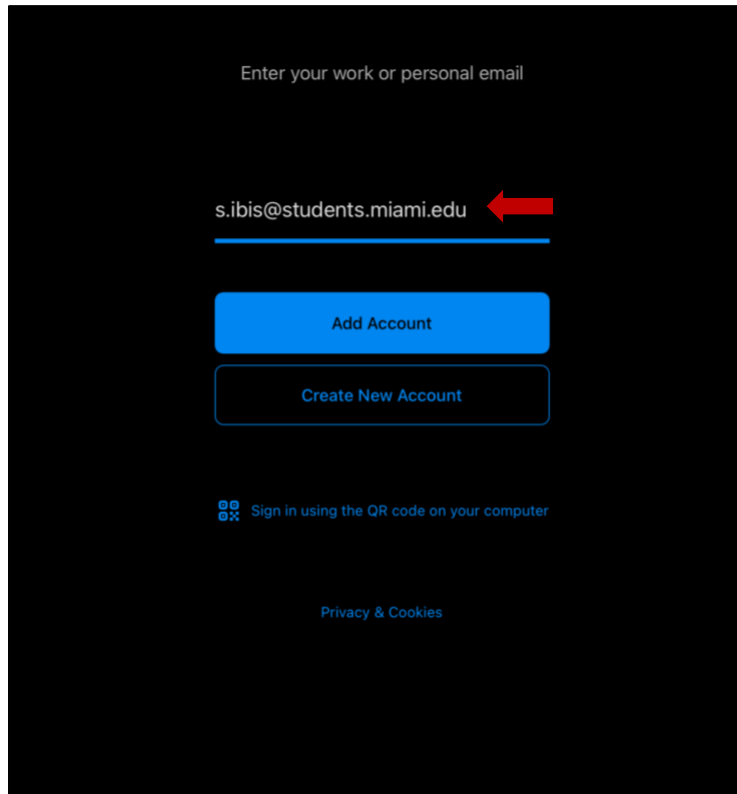
*To configure as a secondary account, jump to **page 5**.*

Launch the **Outlook** app.

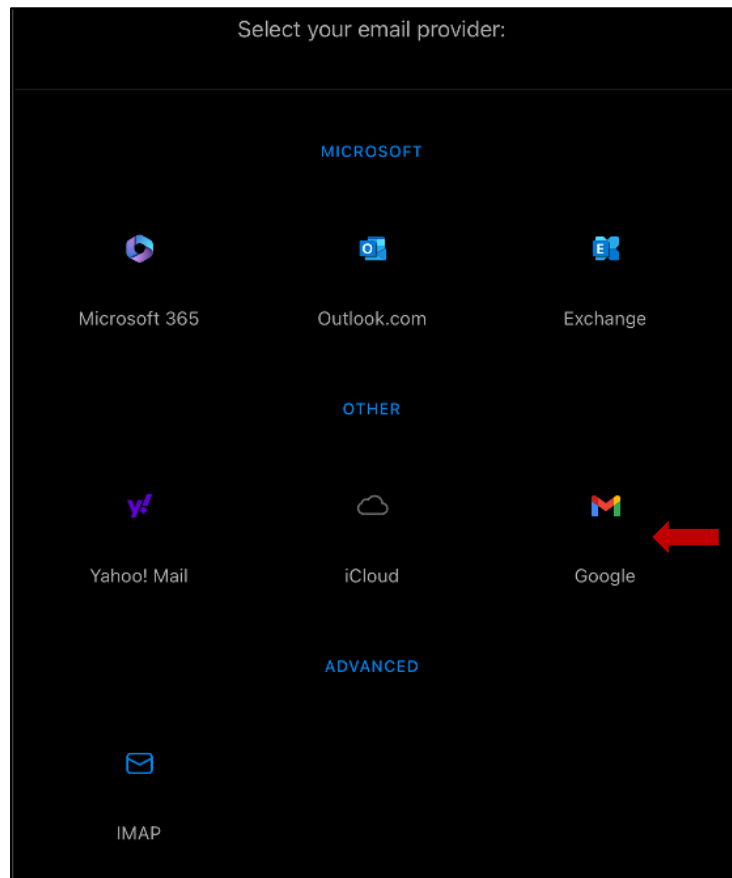
On the welcome screen tap **Add Account**.



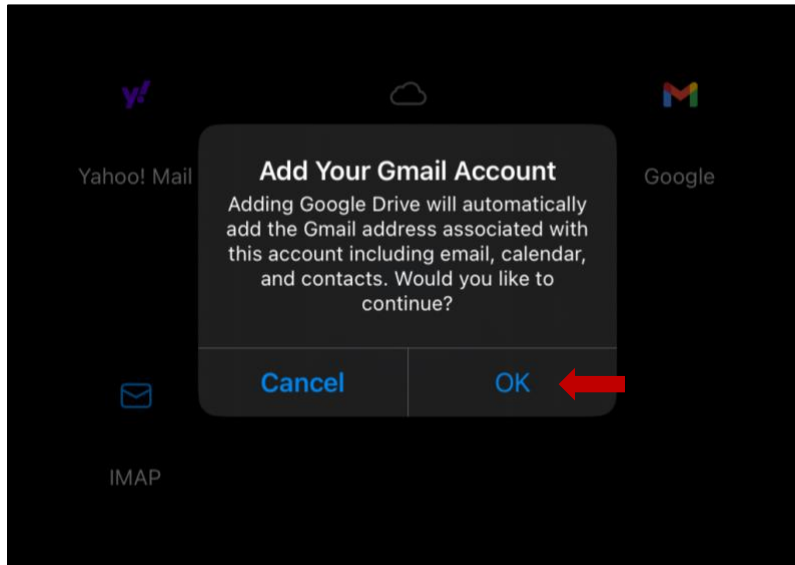
Enter the email address as your **CaneID@students.miami.edu**.



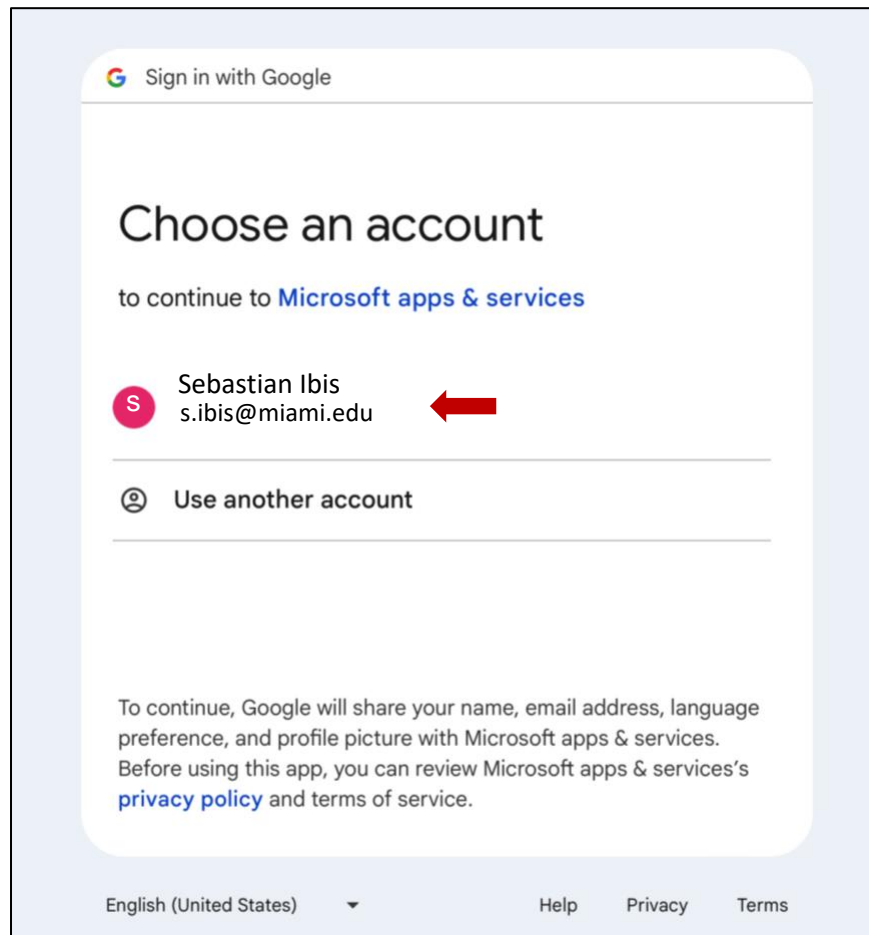
Select **Google** as the email provider.



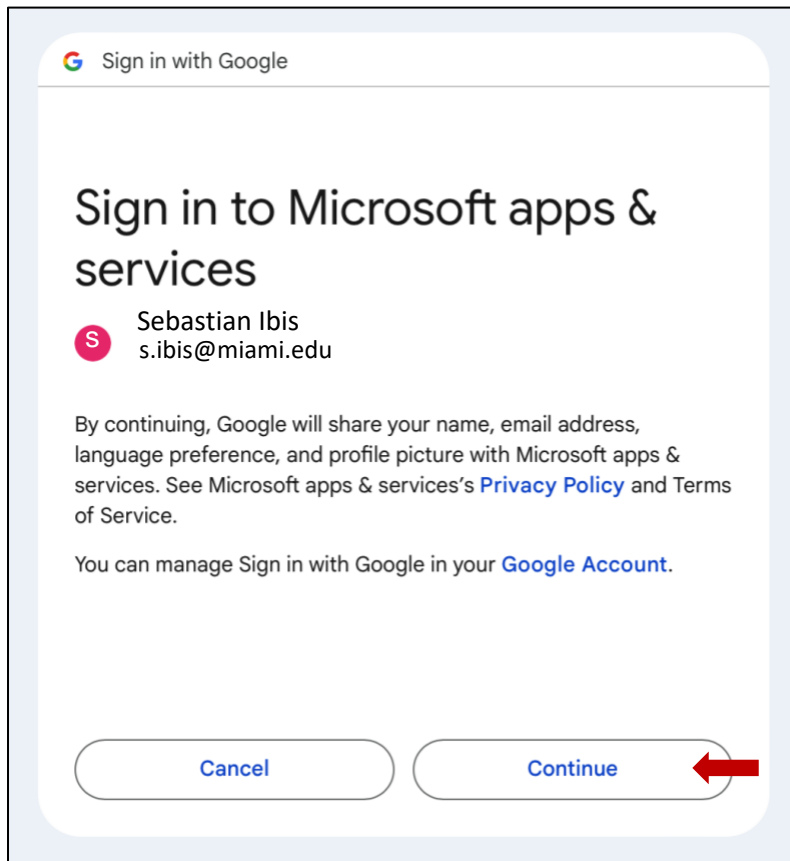
Click **OK**.



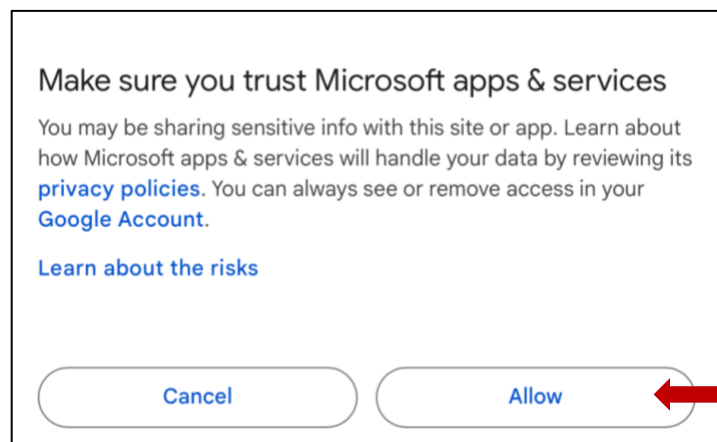
Choose your university email account. If not listed, select **Use another account** to sign in with your UM email address (**CaneID@miami.edu**).



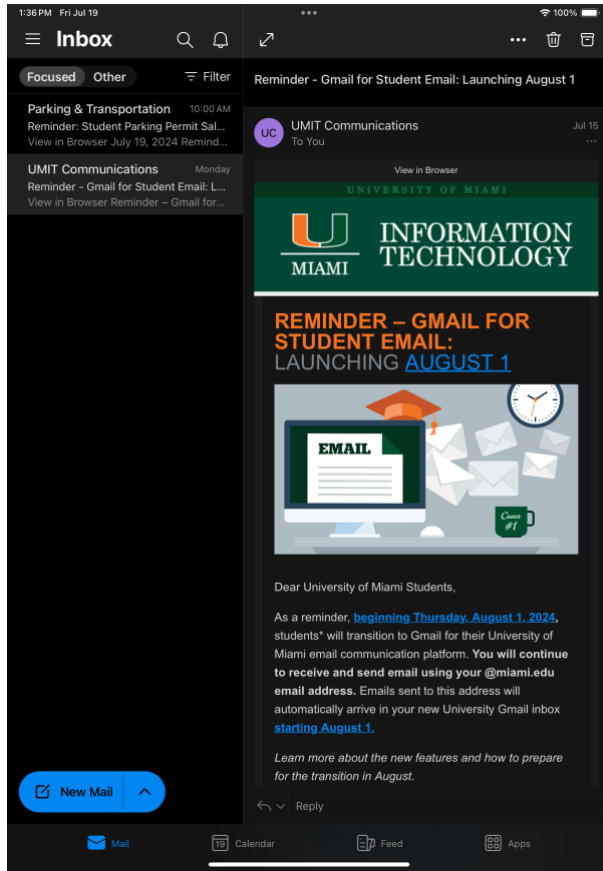
Click **Continue**.



Click **Allow**.

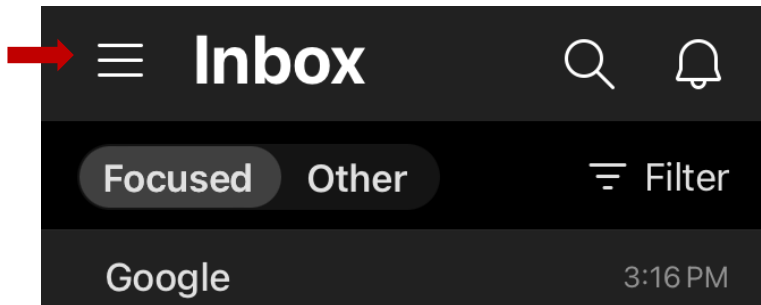


You will then be taken into your inbox.



How To Configure Your University Gmail Account as a Secondary Account in the Gmail App in iOS

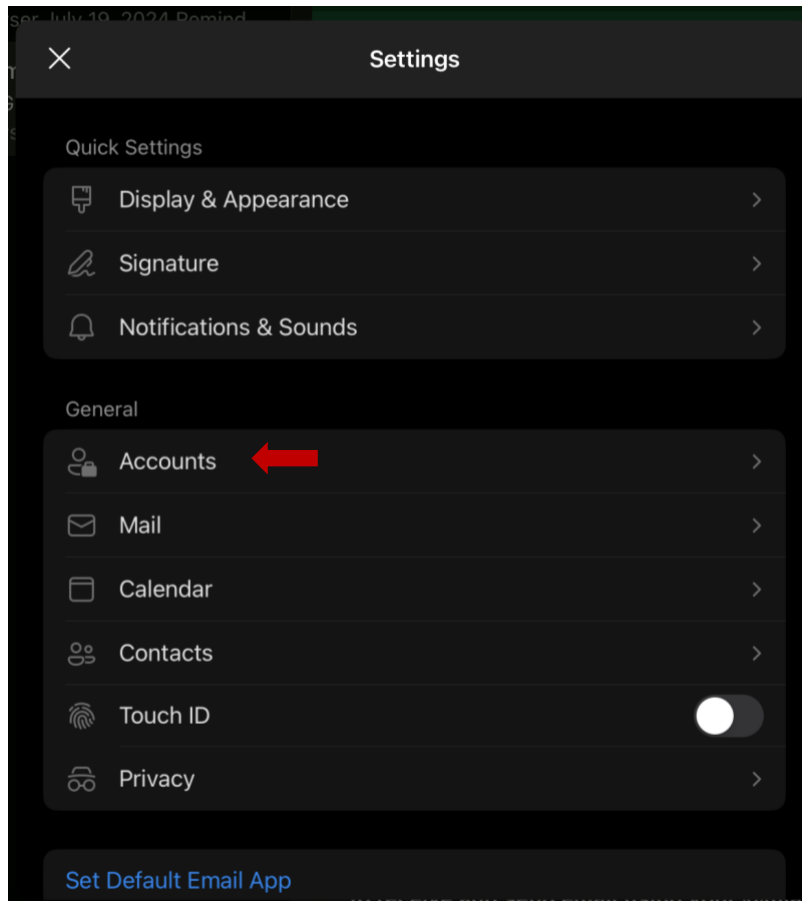
In the **Outlook** app, tap menu icon.



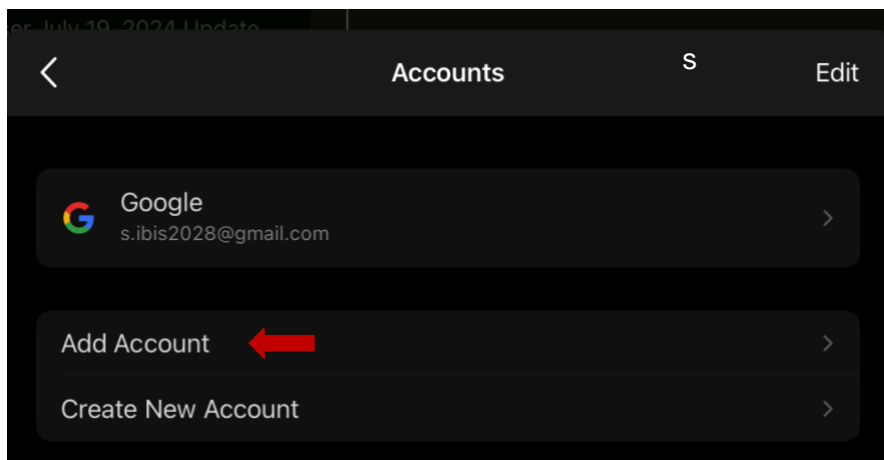
Then click the **Gear** icon at the bottom of the window to open the **Settings** menu.



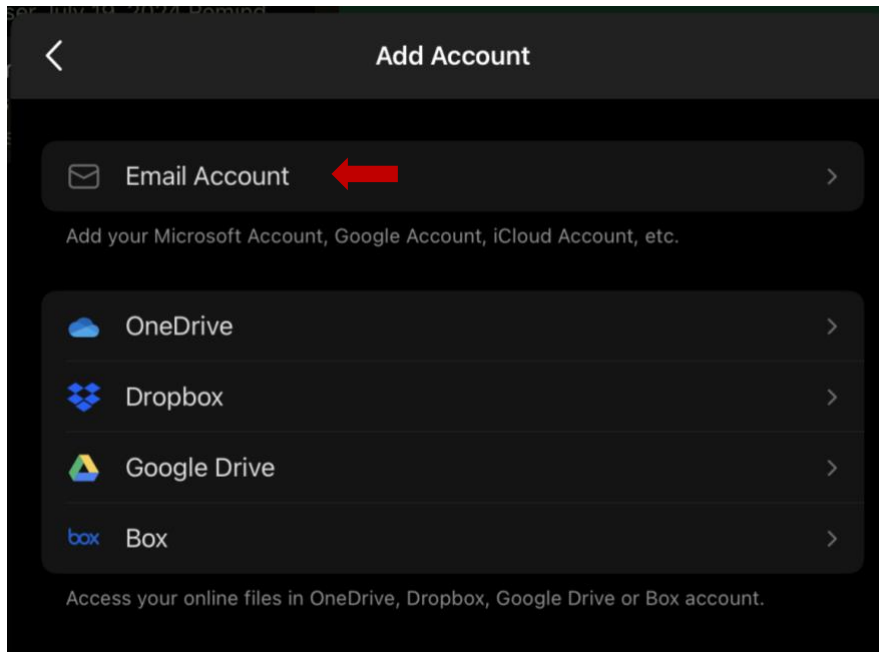
From the **Settings** menu, select **Accounts**.



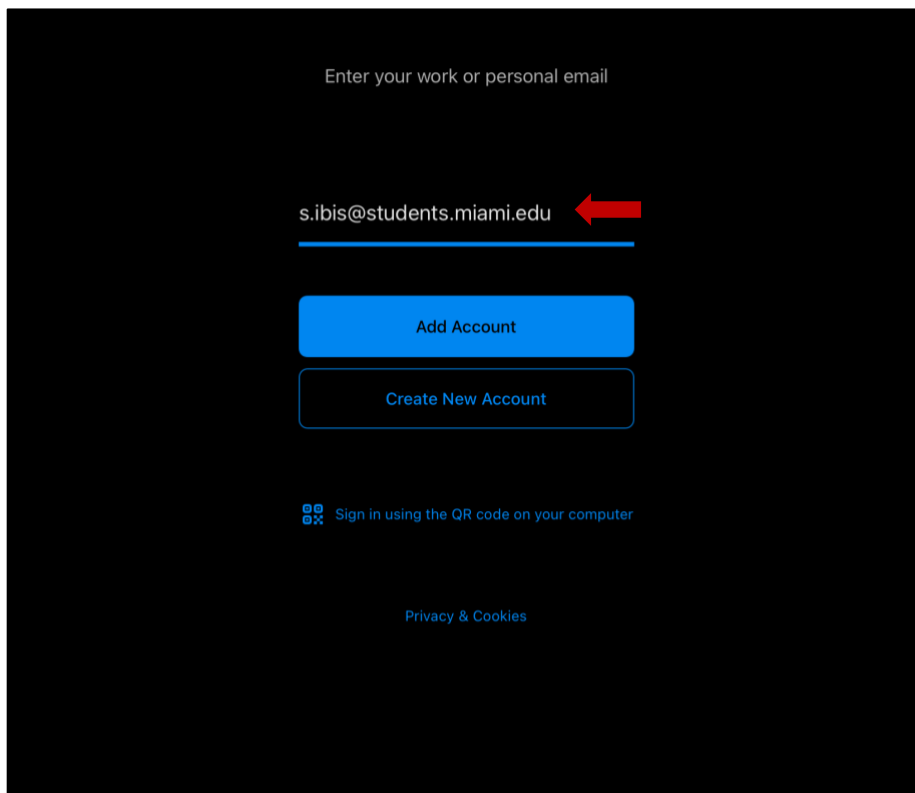
Next, select **Add Account**.



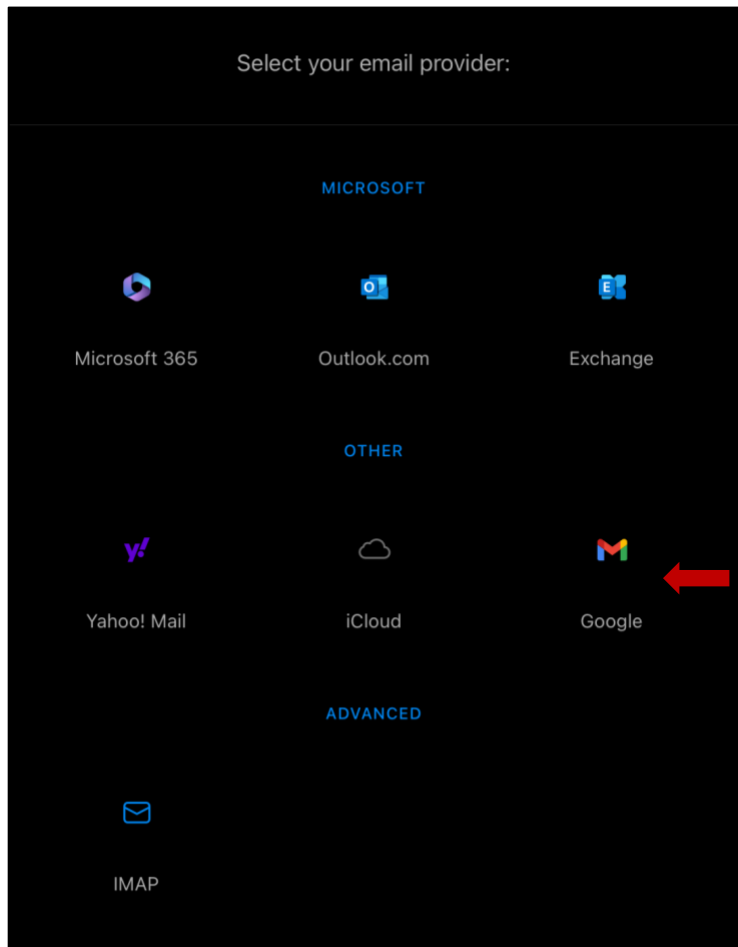
Then tap **Email Account**.



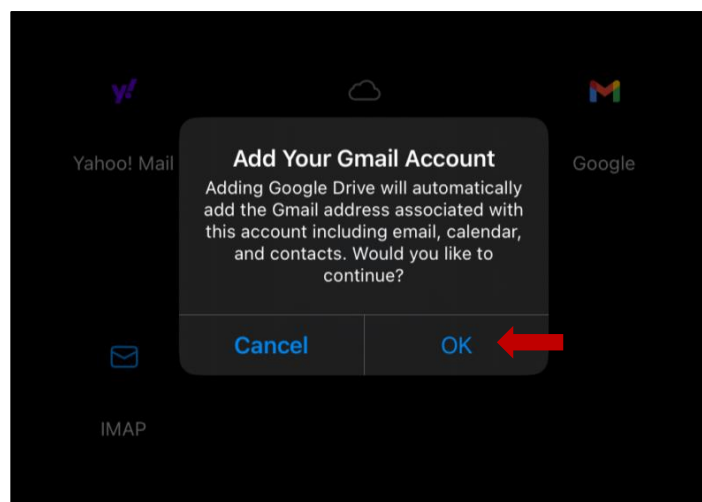
Enter the email address as your **CaneID@students.miami.edu**.



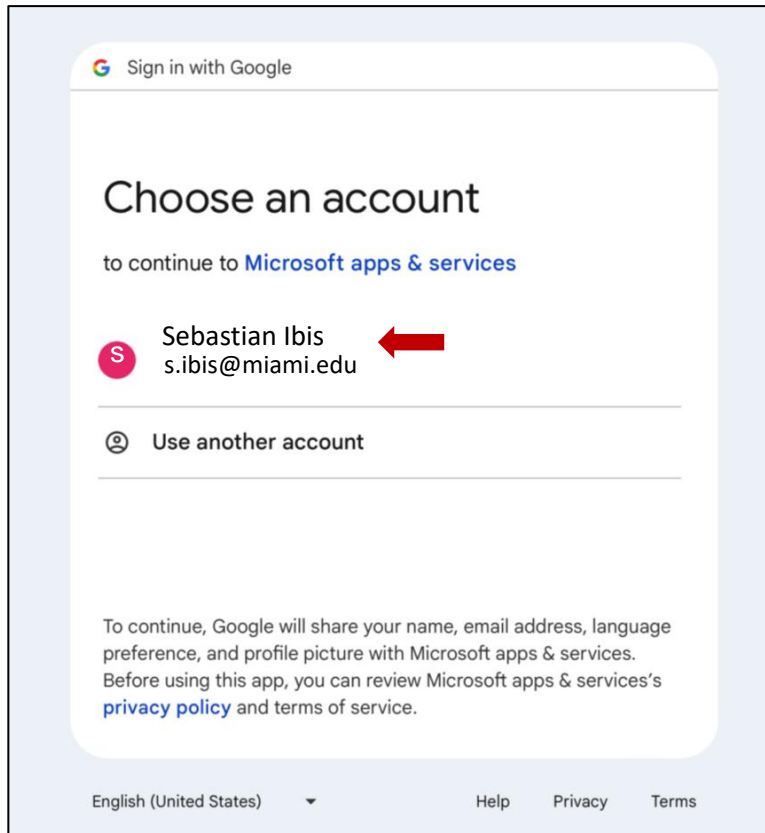
Select **Google** as the email provider.



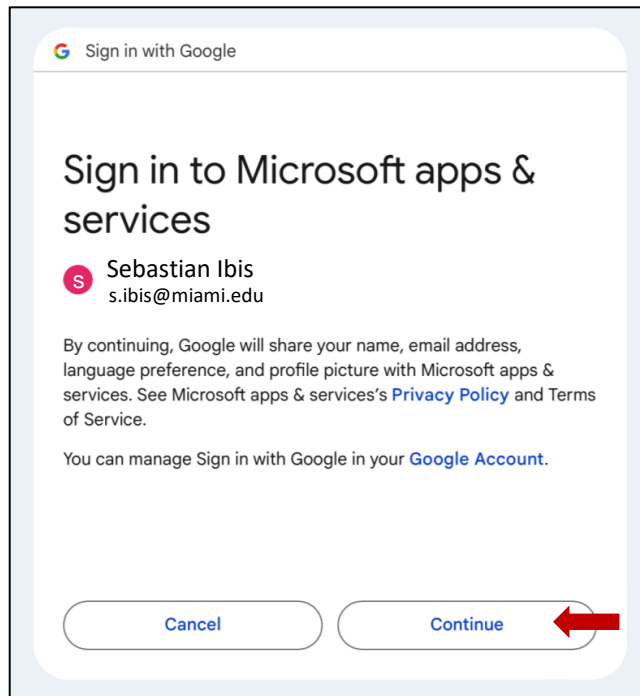
Click **OK**.



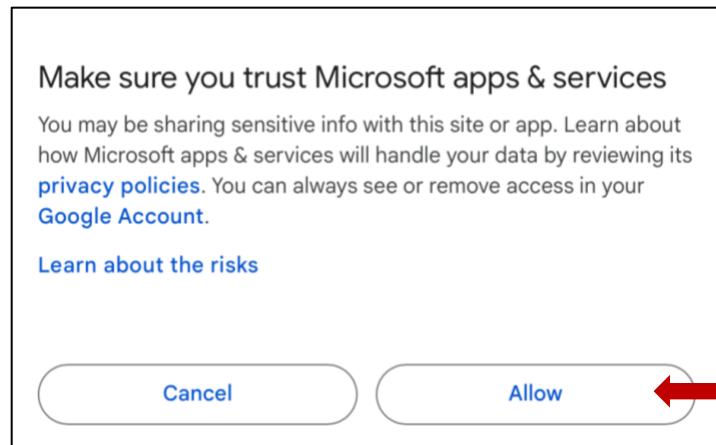
Choose your university email account. If not listed, select **Use another account** to sign in.



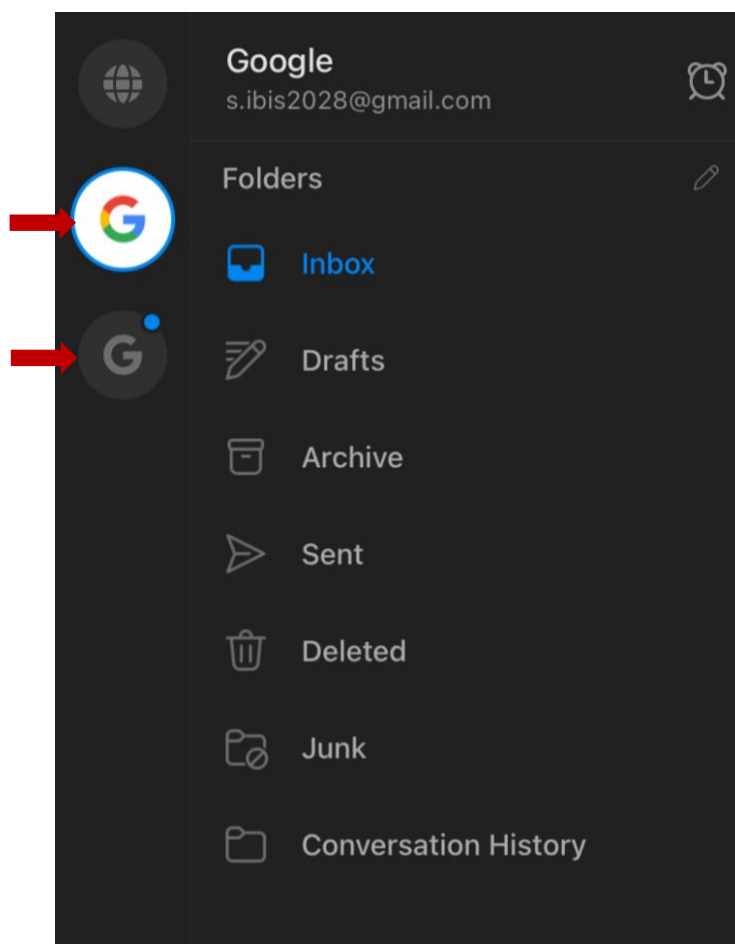
Click **Continue**.



Click **Allow**.



You will then see all your configured email inboxes.



Note: Configuring Gmail within non-Gmail mail applications (e.g., Apple Mail, Outlook for desktop, Outlook mobile app) includes limited functionality, such as sending and receiving email only. For full functionality, including calendar and contacts, you must use Gmail via the web (gmail.miami.edu) or the Gmail mobile app for iOS or Android.

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