Setting Up Your MSU Google Email (Gmail) On Your Android Device

MSU Google email (Gmail) is part of the Apps@msu program provided by Google Apps for Education. Since we have migrated to Gmail, your login address is netid@montclair.edu. However, if people want to send you an email, your e-mail address is the same as it has always been, netid@mail.montclair.edu.

Depending on which OS your Android phone has, the process of setting up your Android device with your Gmail account can vary slightly. Regardless, every Android phone comes preinstalled with the Gmail app.

1.) To add a new or existing account to Gmail on your Android, first select System Settings.
2.) Within System Settings you will need to locate the account section and select **Add an Account**.
3.) Scroll through the choices and select **Google**.

![Add account](image1)

4.) It will ask you whether the Google account is existing or new. Select **Existing**.
5.) Enter your email/password combo on the following page. Your email will be your **netid@montclair.edu**.

![Add a Google Account](image2)
6.) After doing so, you will be asked to **sync** your contacts, calendar, and more. Uncheck whatever you **aren’t** interested in. The main priority is to simply **Sync your Gmail**.

7.) If you were already using a Gmail account within the app prior to setting up your new Montclair Gmail account, all you need to do to access the Montclair account is touch your name within the app and there should be a dropdown of your existing accounts above where it says **Inbox**.

    **Congratulations** on successfully setting up your new Montclair Gmail account!