How to Set Up Your MSU Google Mail (Gmail) On Your Android Device

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 tap your **App Drawer** icon
2) Select **Settings**
3) Select **Accounts**
4) Select **Add Account**
5) Select **Google**

![Google screenshot](image)

6) **Enter your email**, leaving out “mail”. For example, `netid@montclair.edu`
7) Select **Next**

![Next Google account](image)

8) **Enter your NetID Password**
9) Select **Next**
10) Select **Accept** to agree to the Terms
11) Select **Google**
12) Select your **montclair.edu account**
13) 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 Gmail**.

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 above 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!