How to Set up MTMail with an App Password for Gmail (v8.3+) on Android (7.0+)

1. Ensure your account is enrolled in Multi-factor Authentication. See the MTSU Multi-factor Authentication Web site here for more information.
2. If you have not already, create an App Password for MacOS mail using the instructions here. If you already generated an App Password, have it ready for the next steps.
3. Open your app drawer.

4. Scroll or Search for the Gmail app.

5. Tap on the App menu (three horizontal lines in the top left of the app window).

6. Tap on Settings toward the bottom of the flyout menu.
7. On the Settings screen, tap on Add account.

8. Tap Exchange and Office 365.

9. Enter your MTMail email address and tap Next in the lower right of your screen.
10. Enter your app password (see step 2 at the top of this document), and a description for the mailbox, and tap Next in the bottom right of your screen.

mymtmail@mtmail.mtsu.edu

Password

.............

11. On the next screen, you should receive a prompt saying there is a Redirect request. Tap on OK.

⚠️ Redirect request

To configure your account, Gmail is being asked to send account info to https://autodiscover-s.outlook.com/autodiscover/autodiscover.xml. Is this OK?

CANCEL OK

12. On the next screen, verify that outlook.office365.com is in the Server field (it should already be there), and then tap Next.

Server

outlook.office365.com

Port

443

Security type

SSL/TLS

NEXT
13. Gmail will then verify your server settings.

![Incoming server settings](image)

14. Once the settings are validated, you will receive a Remote Security Administration prompt. Tap OK to proceed.

![Remote security administration](image)

The server outlook.office365.com requires that you allow it to remotely control some security features of your Android device. Do you want to finish setting up this account?

CANCEL      OK

15. Next you will receive a prompt to “Activate device administrator”. Scroll to the bottom and tap “Activate this device administrator” **this has to be Activated to receive email on your phone**.

![Activate device administrator](image)

Monitor screen-unlock attempts
- Monitor the number of incorrect passwords typed. When unlocking the screen, and lock the phone or erase all the phone’s data if too many incorrect passwords are typed.

Lock the screen
- Control how and when the screen locks.

Set screen lock password expiration
- Change how frequently the screen lock password, PIN, or pattern must be changed.

Set storage encryption
- Require that stored app data be encrypted.

Disable cameras
- Prevent use of all device cameras.

Disable some screen lock features
- Prevent use of some screen lock features.

Activate this device administrator

CANCEL

16. After Activating the device administrator, you are now set up to receive your MTMail through the Gmail app on your Android phone.
Your account is set up and email is on its way!

Account name (optional)

Mymtmail@mtmail.mtsu.edu

Displayed on sent messages