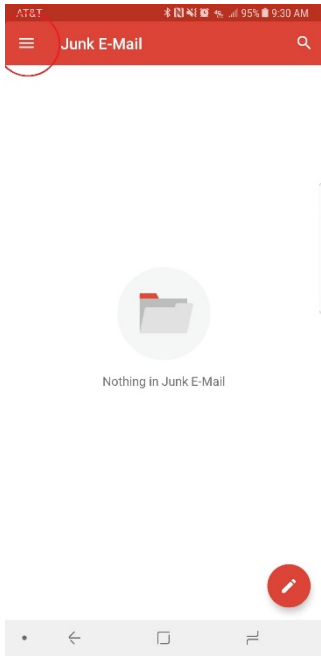
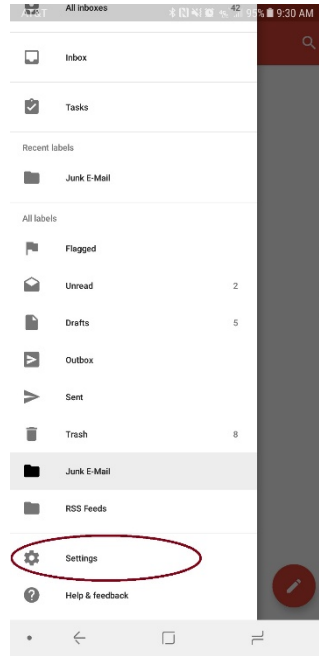


Setting up Outlook email on Gmail

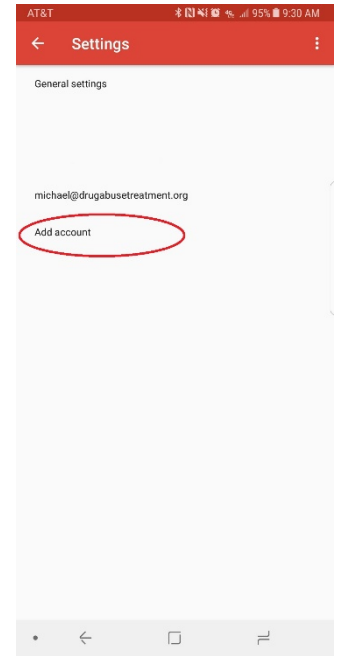
This tutorial will walk you through setting up your email on the Gmail app.



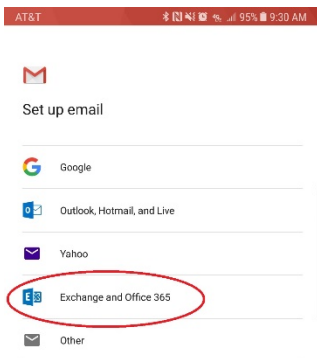
Open up Gmail and select the 3 bars in the left hand corner



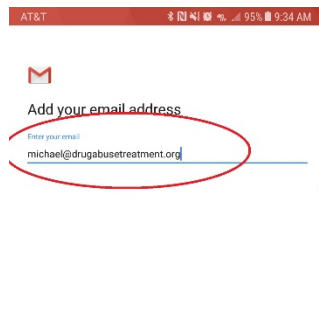
Select settings



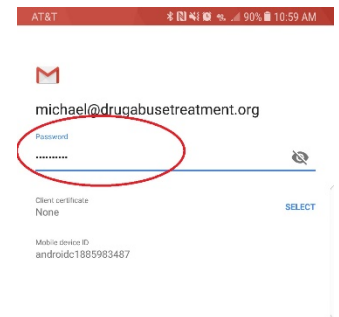
Select Add Account



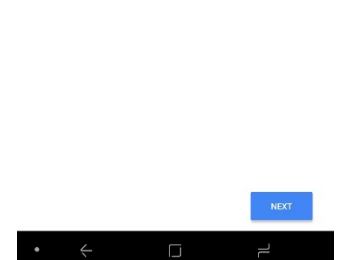
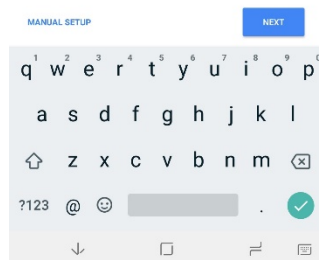
Select Exchange and Office365

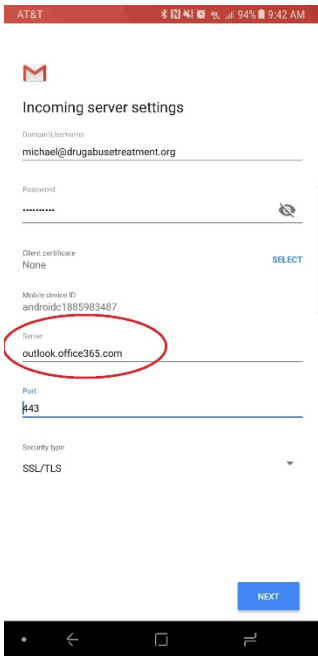


Insert your email

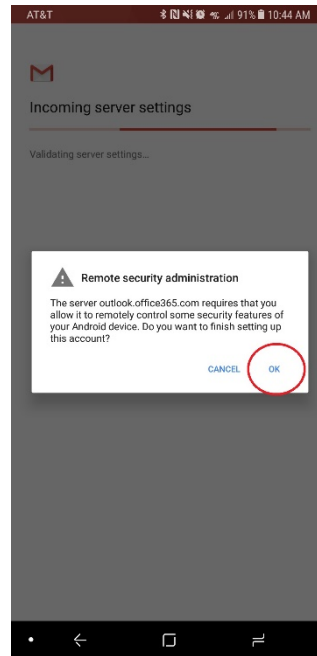


Insert your password

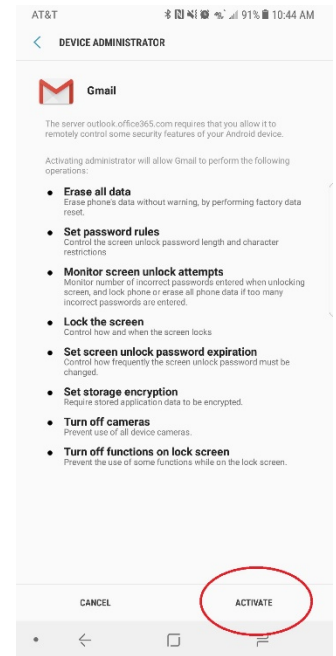




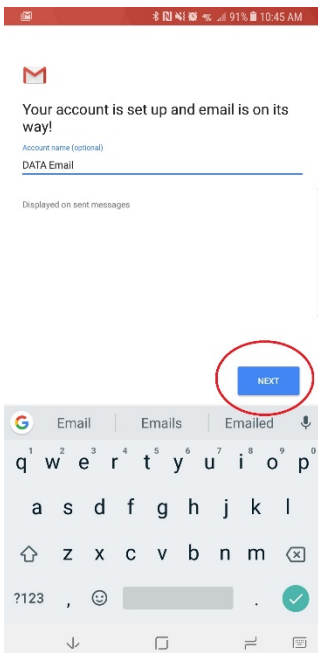
Insert **outlook.office365.com** into the server text box



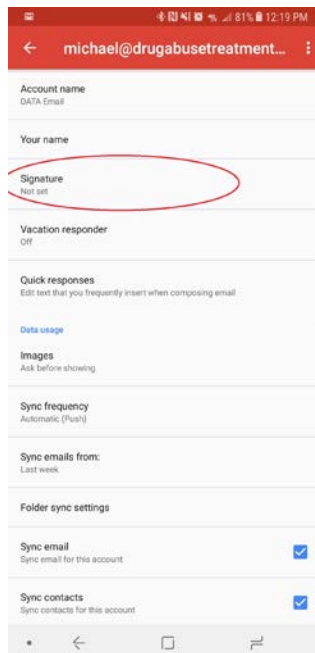
Select okay and proceed to the next screen



Select activate. All these settings that you see will be required to use DATA email on your phone



Give a name for this account to help you identify which account this is



Go back to your Gmail settings and select the DATA email you just created. Now select "Signature" and add the required signature.

"Your name and title here"
 Drug Abuse Treatment Assoc., Inc., (DATA)
 "561-743-1034 x18" - Office
 "561-743-1037" - Fax

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