

Setting up Outlook email on Gmail

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



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

🛊 🔃 🍕 📾 🖡 🗐 81% 🛢 12:19 PM



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

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

CONFIDENTIALITY NOTICE: This e-mail and any files transmitted with it are confidential and are solely for the use of the individual or entity to which they are addressed. This communication may contain material protected by State and Federal laws including HIPAA legislation (45 CFR, Parts 160 & 164), 42 CFR Part 2, and the HITECH Act. If you are not the intended recipient or the person responsible for delivering this e-mail to the intended recipient, be advised that you have received this e-mail in error and that any use, dissemination, forwarding, printing, or copying of this e-mail is strictly prohibited. If you have received this e-mail in error, please notify the sender by deleting the content and then replying to this e-mail and then delete the e-mail from your computer.

<u>w</u>	<u>) (A</u>	* 10 * 10 *	10: 🖬 91% 🔳 10:	45 AM
Μ				
Your	account is a	set up and e	mail is on	its
way!	account is a	set up and t		110
Account n	ame (optional)			
DATAE	maii			
Displaye	d on sent messages			
			-	
			NEX.	
G	Email	Emails	Emailed	Ŷ
a ¹ 14	2 3 r^{4}	$+^{5} v^{6}$	u ⁷ i ⁸	° n°
y w	e i	ιy	uic	, h
а	s d t	fgh	j k	1
$\hat{\mathbf{O}}$	zxo	c v b	n m	$\langle \times \rangle$
?123	, 🙂		•	
	1		2	

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

	michael@c	lrugabuse	treatment	1
Account DATA Em	t name of			
Your na	me			
Signatu Not set	re		>	
Vacatio off	n responder			
Quick re Edit text t	sponses hat you frequently inse	irt when composin	g email	
Data usa	pe .			
Images Ask befo	re showing			
Sync fre Automati	iquency c (Push)			
Sync en Last wee	nails from: k			
Folder s	ync settings			
Sync en Sync ema	nail all for this account			
Sync co Sync con	ntacts tacts for this account			
•	÷		7	