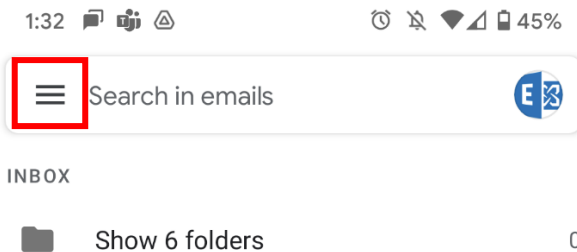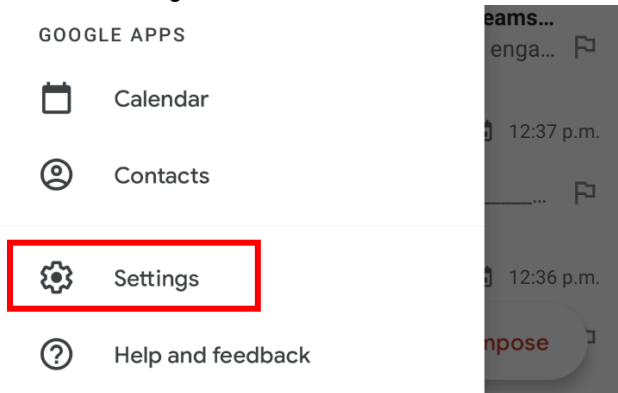# Instructions for adding McMaster Mail to Gmail App

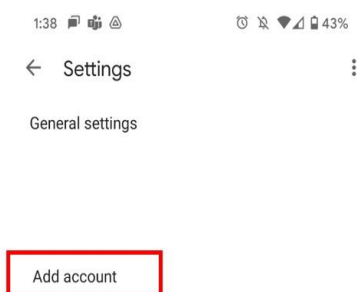Instructions for adding McMaster Mail to the Gmail App

1. Remove your existing McMaster email account if applicable.
2. Open the Gmail App
3. Click on the Menu icon in the top left-hand corner.

4. Click on Settings

5. Select Add account

6. Select Exchange and Office 365

Set up email

G	Google
	Outlook, Hotmail and Live
	Yahoo
	Exchange and Office 365
	Other

7. Enter your McMaster email. i.e., smithj@mcmaster.ca and click next.

Enter your email address

Email
◼◼◼◼◼◼@mcmaster.ca

Set up manually   Next

8. Enter your MacID password and select Sign in.
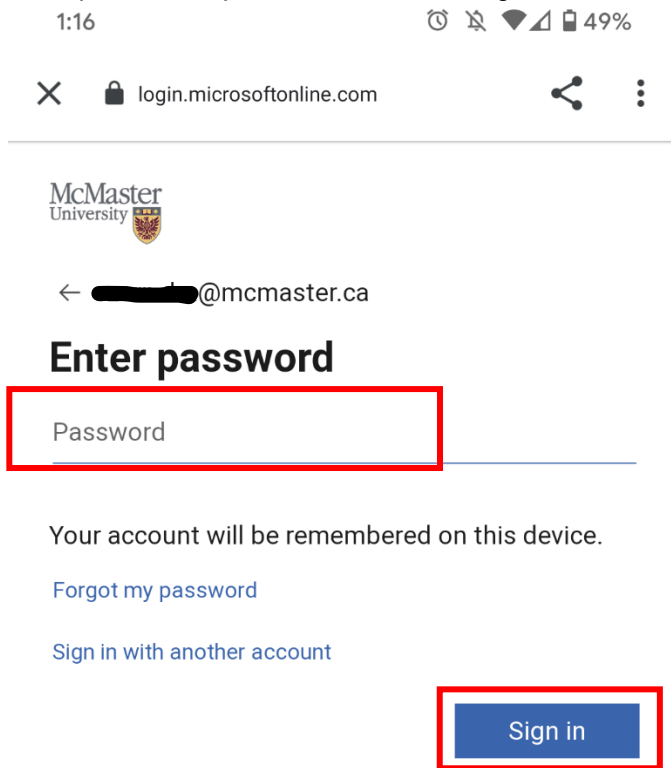
9. If you have Multi-factor authentication setup, you will be asked to authenticate the login. For more information about MFA, visit https://office365.mcmaster.ca/mfa/

10. You are all set! You should see the 'Your account is ready to go!' message and can use view your McMaster emails in the Gmail app and calendar entries in your Google Calendar.