Remove the Old Exchange Account

Open the Gmail app.

Tap the menu (three bars) icon in the upper left corner



Select Settings

Select your current account (yourname@jfscinti.org or yourname@jfedcin.org or yourname@mayersonjcc.org)

Tap the menu (three dots) icon in the upper right corner



Select manage accounts

Select your current Exchange account (yourname@jfscinti.org or yourname@jfedcin.org or yourname@mayersonjcc.org)

Select Remove Account

Select Remove Account (to confirm)

Setting Up a NEW Office 365 / Microsoft 365 Email on an Android Device

Open the Gmail app.

Tap the menu (three bars) icon in the upper left corner



Select Settings

Select Add account

Select Exchange and Microsoft 365

Enter your full email address (yourname@jfscinti.org or yourname@jfedcin.org or yourname@mayersonjcc.org) and select Next



(If you are asked if this is Work/School account or Personal, Select Work/School).

Enter your password and select Sign In. (This is the password you created when you signed on to Office 365).



Accept – Connection our server

Save – Settings

You may need to Review Permissions to allow Gmail acces

 Select Activate to enable device admin privileges

 Select Allow to let Gmail access contacts

 Select Allow to let Gmail

Select Done