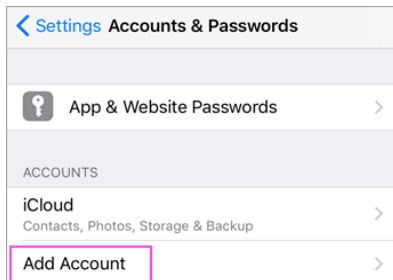
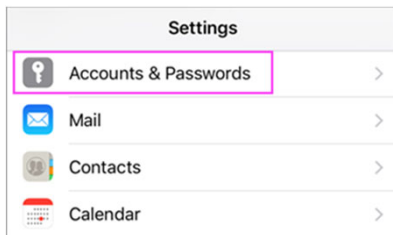


Adding GPSO Email to iPhone and iPad

1

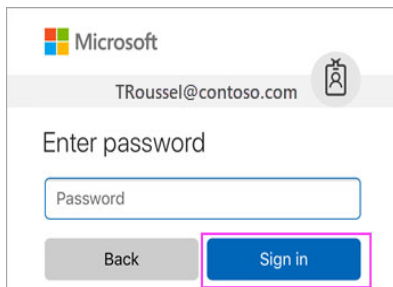
Go to your iPhone or iPad's **Settings** > scroll down and tap **Accounts & Passwords** > **Add Account**

Note: Note: If you're on iOS 10, go to **Mail** > **Accounts** > **Add Account**



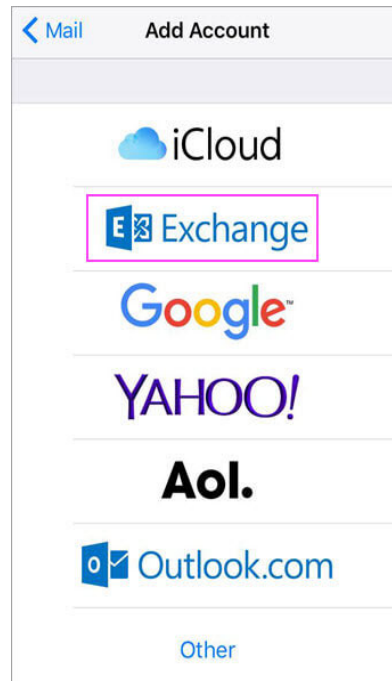
4

Enter the password associated with your email account. Tap **Sign in** or **Next**.



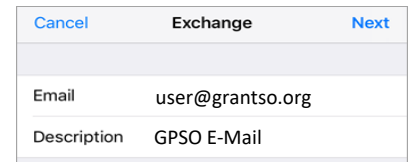
2

Select **Exchange**

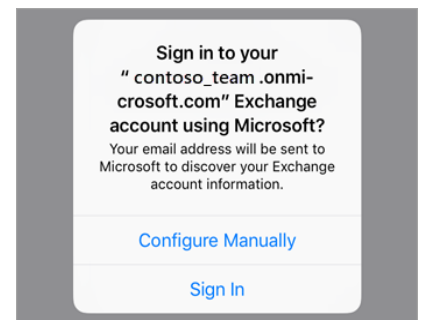


3

Enter your Grant SO email address and a description of your account. Tap **Next**.

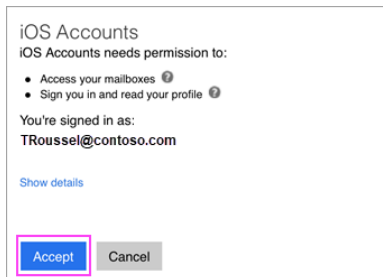


Tap **Sign In**



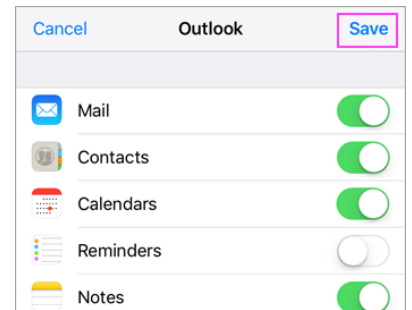
5

The Mail app may request certain permissions. Tap **Accept**.



5

Choose the services you want to sync with your iOS device and tap **Save**. You're done!



Adding GPSO Email to Android Devices



Android mail apps may look different across different devices, and these directions may not exactly match the options you see.

It is **highly recommended** you use the Outlook App for mail and calendar management. It can be found in the google play store and is free.

1

Install the **Outlook for Android** app from the Google Play Store and then open it.

Tap **Get Started** if this is your first time.

2

Tap **Skip** and then go to step 3.

3

Enter your full email address, then tap **Continue**.

A screenshot of the 'Add account' screen in the Outlook app. The title bar is blue with the text 'Add account' and a close button. Below the title bar, there is a text input field with the placeholder text 'Enter your work or personal email address.' The field contains the email address 'yourname@yourdomain.com'. Below the input field, there are three buttons: a blue 'CONTINUE >' button, and two grey buttons. At the bottom of the screen, there is a grey bar with a 'CONTINUE >' button.

4

Enter your email account password and tap **Sign In** or **Next**.

A screenshot of the 'Enter password' screen in the Outlook app. The title bar is blue with the text 'Enter password'. Below the title bar, there is a text input field with the placeholder text 'Enter password'. The field contains a series of dots. Below the input field, there are two buttons: a blue 'Sign in' button and a grey button. At the bottom of the screen, there is a grey bar with a 'Sign in' button.

5

If multi-factor authentication is enabled, verify your identity using the Microsoft Authenticator app.