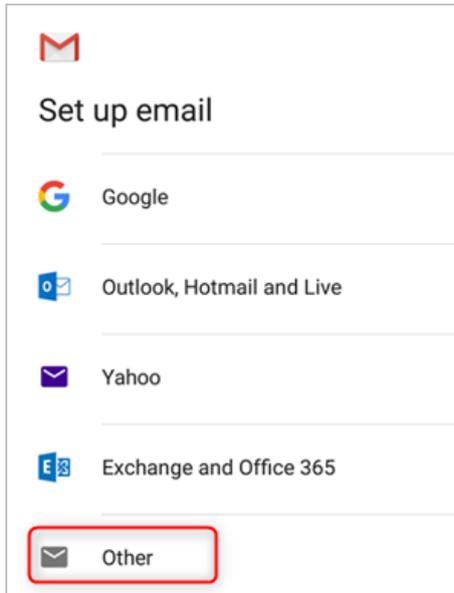
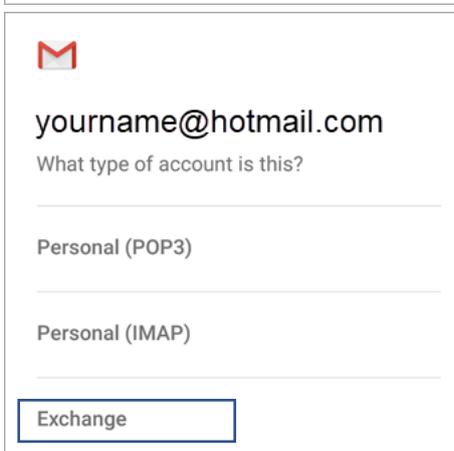
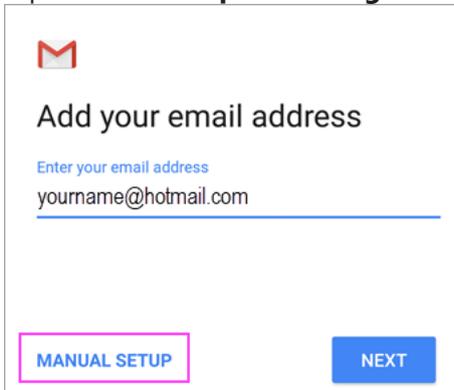


## Manual setup in the Gmail app

Open the Gmail app. Go to **Settings** > **Add account** > **Other**.



Enter your full email address and then tap **Manual Setup** > **Exchange**.



Enter your password and tap **Next**.

For server settings, set the following if available:

### Incoming Server Settings

- **Domain\Username**  
Make sure your full email address appears. For example, *yourname@outlook.com*.
- **Password**  
Use the password that you use to access your email.
- **Server** : **mail.runcloud.se**

**Note:** If you're setting up an Exchange-based account and you don't know the name of your Exchange Server, contact your administrator.

- **Port**  
Use **443** or **993**.
- **Security type**  
Select **SSL/TLS** or make sure the **Use secure connection (SSL)** checkbox is checked, then tap **Next**.

Follow any prompts you may get, including security permissions. You may also be asked to set your sync settings and a display name.

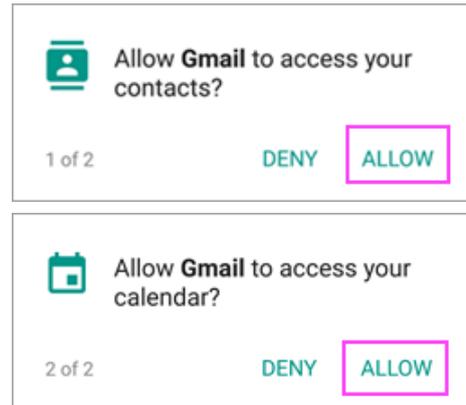
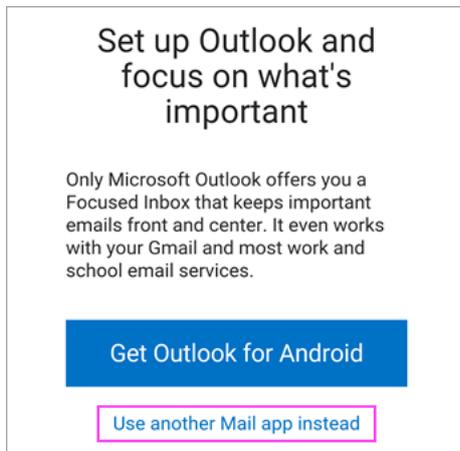
**Note:** If you use Office 365 for business you may also be asked to give additional security control. In this case, choose **Activate**.

Now go to your inbox. If you see a message that says "Action Required," follow these steps:

**Note:** If you don't see a message like this and all your emails are syncing, there is no need to complete this step.

- Tap the email message to open it.

- Tap the **Use another Mail app instead** link to enable sync with the Gmail app.

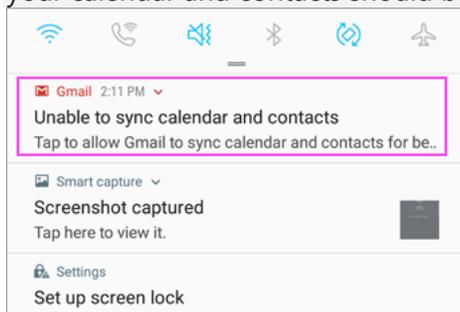


*Are you trying to sync calendar and contacts?*

Depending on your version of Android, additional steps may be needed to properly sync your calendar and contacts:

- Pull down the Android notification bar by swiping down from the top of your device's screen.
- If you see a notification that reads "**Unable to sync calendar and contacts**," tap it.

**Note:** If you don't see a sync error notification, your calendar and contacts should be syncing.



Gmail will ask for access. Tap **Allow** and follow the prompts and you're done!

**Note:** Syncing email, calendar, contacts, and tasks may take a few minutes. If your device can't connect to your email account, make sure your email address and password are typed correctly.