This guide explains how to setup KSUmall on an Android Device. You will be able to synchronize your emails, calendar, contacts, and tasks.

**DEVICE SETUPS MAY VARY DEPENDING ON THE OS VERSION AND THE MODEL OF THE DEVICE.**

**Note:** This documentation was written using a Google Pixel XL on Android version 8.1.0. Configuration may be slightly different.

1. Open the apps on your device and tap **Settings**.

![Figure 1 - Settings](image)

2. Tap **accounts**.

![Figure 2 – Accounts](image)

3. The **Accounts** window opens. Tap **Accounts**.

![Figure 3 - Accounts](image)

4. **Add account**.

![Figure 4 - Add Account](image)
5. Tap **Exchange** from the list of account types.

![Figure 5 – Exchange](image)

6. The **Add Account** screen will open. Enter your **KSU email address**. Tap **enter** on your keyboard to proceed.

![Figure 6 - Enter KSU Email Address](image)

7. The **Authentication screen** will open. Enter your **KSU email address** and **password** (See Figure 7).

8. Tap **Sign in** to complete authentication (See Figure 7).

![Figure 7 – Authentication](image)

9. You will be asked to complete authentication through Duo.
10. Once you have finished authentication, the app will request access. Tap **Activate**.

![Activate Gmail](image)

**Figure 8 - Activate**

11. A second screen will appear indicating **Gmail** needs access. Tap **Review Permissions**.

![Review Permissions](image)

**Figure 9 - Review Permissions**

12. The **Activate Device Admin App** screen appears. Tap **Activate this device admin app**.

![Activate Device Admin App](image)

**Figure 10 - Activate This Device Admin App**
13. Your KSUmail account will now be set-up on your device. To access your mail, tap the Gmail app.

![Gmail](image)

**Figure 11 – Gmail**

14. To swap between multiple mail accounts, tap your **user icon** in the upper-right (See Figure 12).

15. Tap your **KSUmail** account to switch (See Figure 12).

![Switch Accounts](image)

**Figure 12 - Switch Accounts**