

# Setup your Washburn email in the Android email client (Gmail)

## Deleting the account via Gmail app:

1. Open the **Gmail** app
2. Tap the **Account** icon in the top right to view all accounts
3. Choose "**Manage Accounts on this device**"
4. Select your **@washburn.edu** mail account from the list
5. Remove the account

## Re-adding the account via Gmail app:

1. Install the **Gmail** app, if you have not done so already. This is the default mail app on some Android devices.
2. Open the **Gmail** app, then click on the account profile icon in top right corner of the screen.
3. Click on "**Add Another Account**"
4. Click on "**Exchange and Office 365**"
5. Enter your full WU email address. You will then be taken to the Washburn login screen.
6. Enter your WU credentials. ***Note:** If required, this is where you will be prompted for multifactor authentication (MFA in the form of **Duo** for faculty/staff)*

## Deleting the account via Settings app:

1. Open your phone's **Settings** app.
2. Tap **Passwords & accounts**.
3. Under "**Accounts for,**" tap the account you want to remove > **Remove account**.
4. To confirm, tap **Remove account** > **OK**.

## Adding the account via Settings app:

1. Open your phone's **Settings** app.
2. Tap **Passwords & accounts**.
3. Under "**Accounts for,**" tap **Add account**.
4. Tap the type of account you want to add (**Exchange**).
5. Follow the on-screen instructions. ***Note:** If required, this is where you will be prompted for multifactor authentication (MFA in the form of **Duo** for faculty/staff)*

If you have any further questions, please contact **User Services** at 785-670-3000 or [support@washburn.edu](mailto:support@washburn.edu).