Add an account to Gmail (Android)

If you'd like to add other accounts to your Gmail app, follow these steps:

- 1. Open the Gmail app.
- 2. Touch the menu on the top left \equiv .
- 3. At the top, touch the little down arrow to the right of your username.
- 4. Touch **Add account**.
- 5. If you're adding:
 - o A Gmail or Google for Work address, touch Google.
- 6. Follow the steps on the screen to add your account.
- 7. Be sure to use your new email account <u>user@rasd.org</u> and the password you just created.

Switch between multiple accounts

Messages on the Gmail app stay separate for each separate account. To switch between accounts:

- 1. Open the Gmail app.
- 2. Touch the menu on the top left \equiv .
- 3. At the top left, touch the smaller circle representing the account you want to switch to.