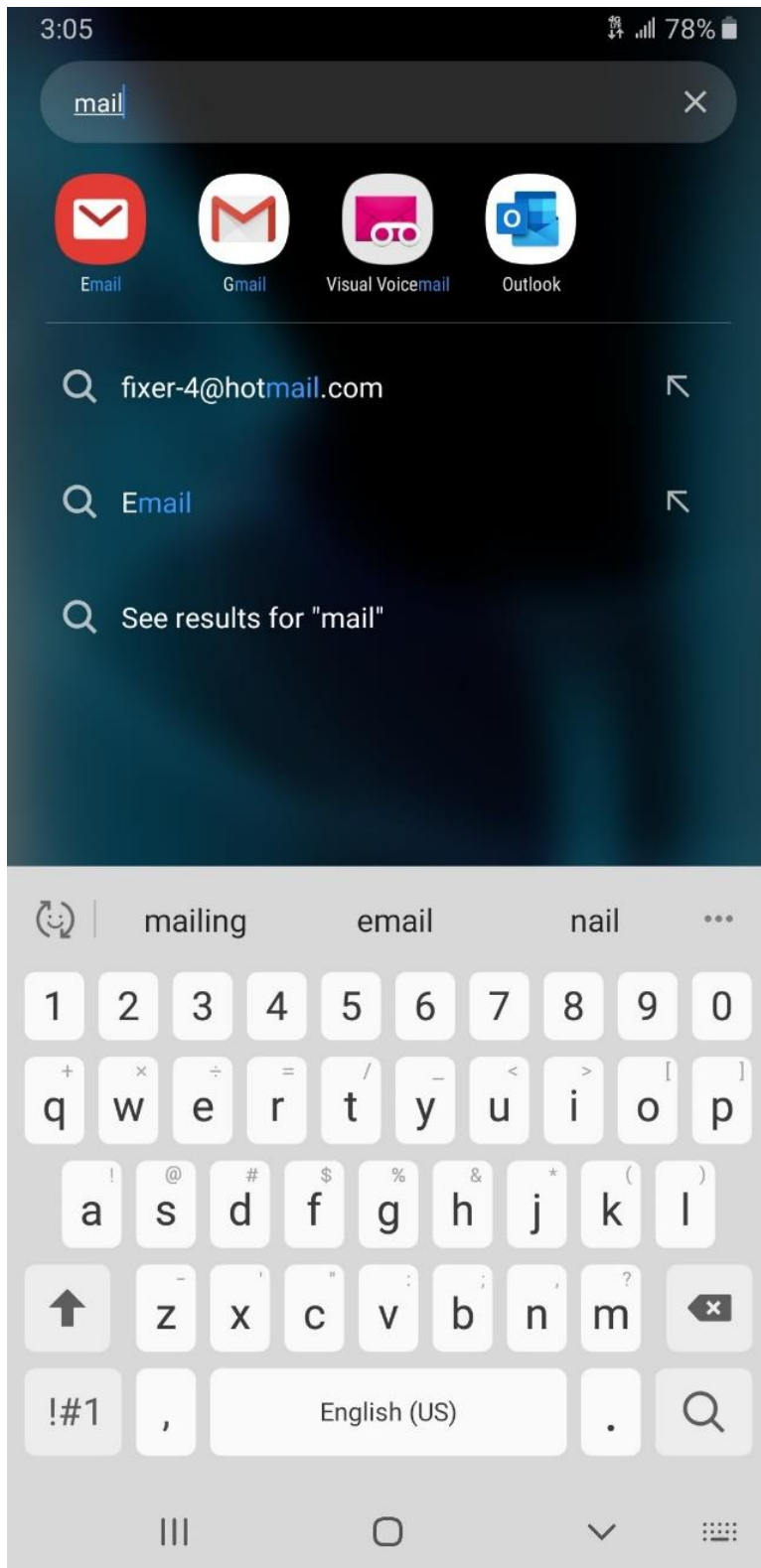
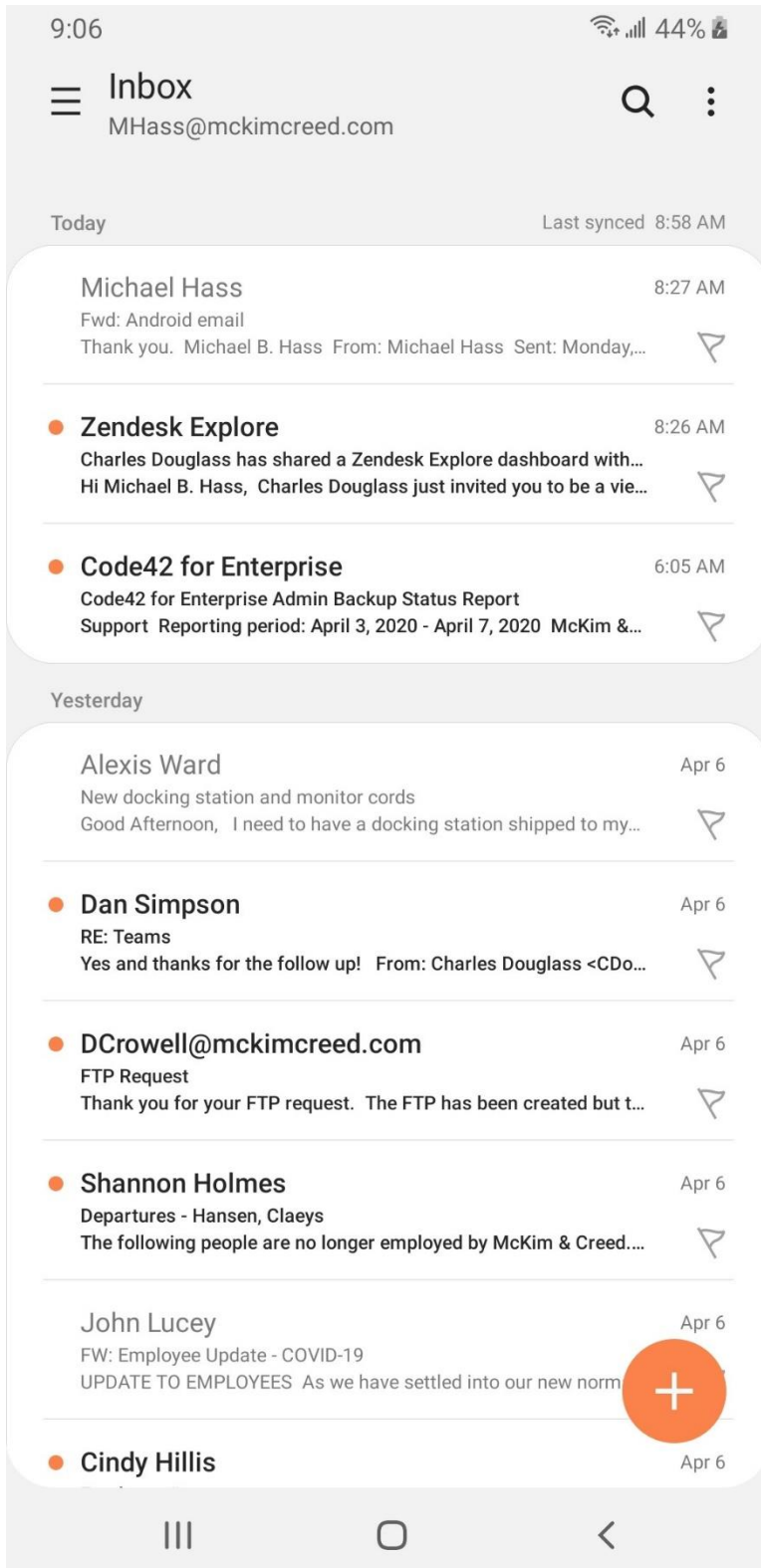


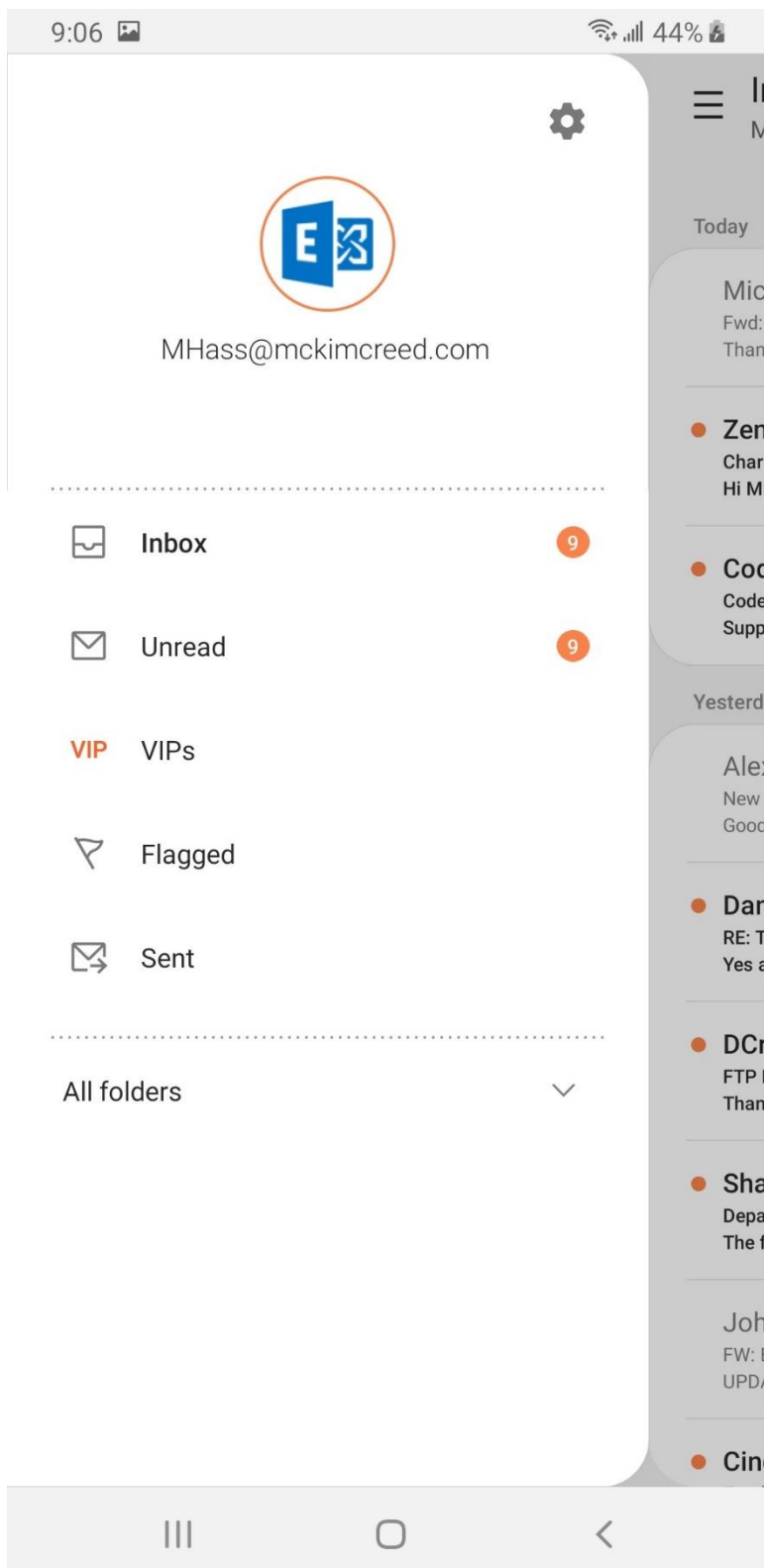
Open **Apps** and Locate Email App



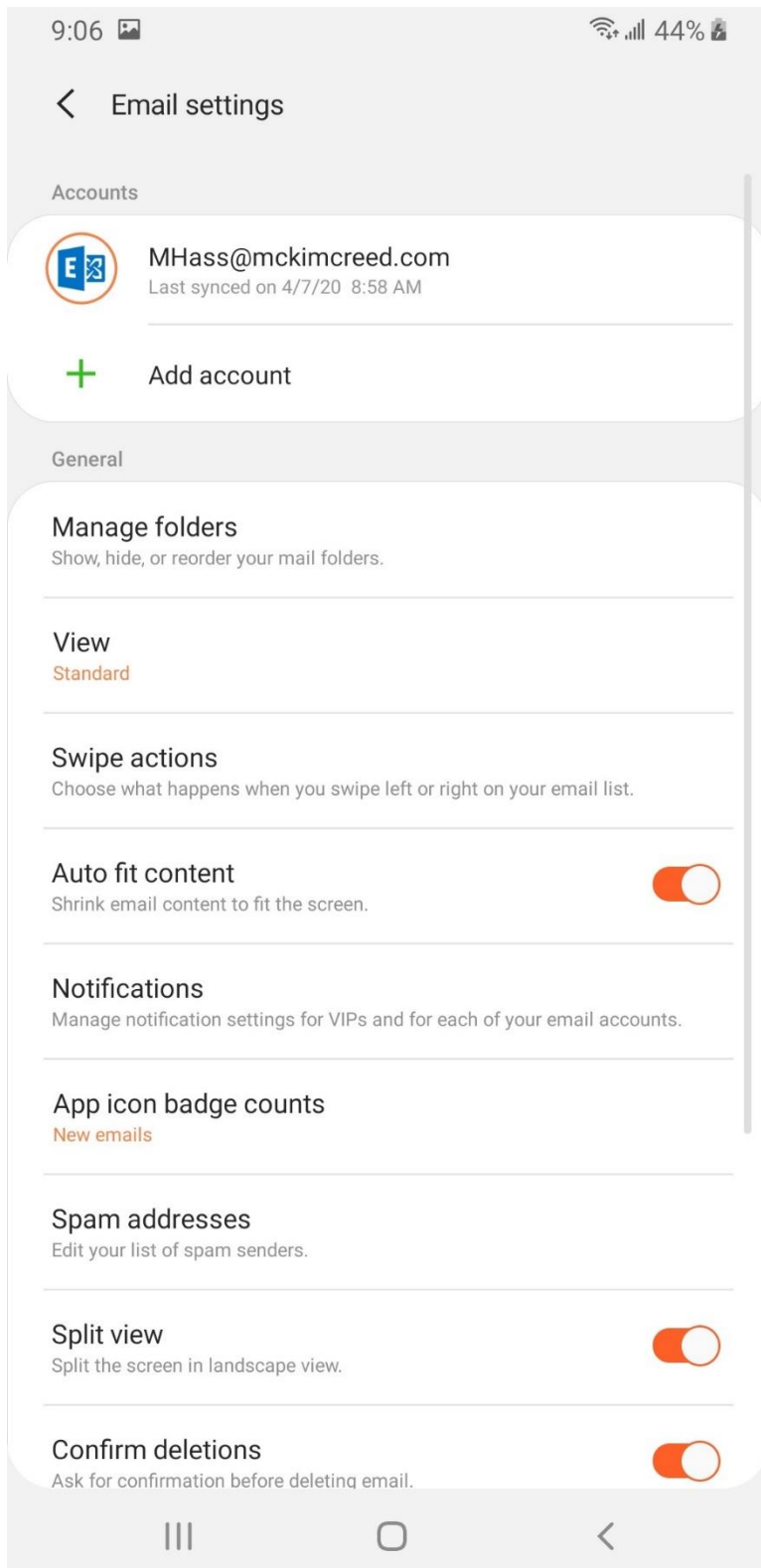
Tap the settings menu (3 lines) in the upper left-hand corner



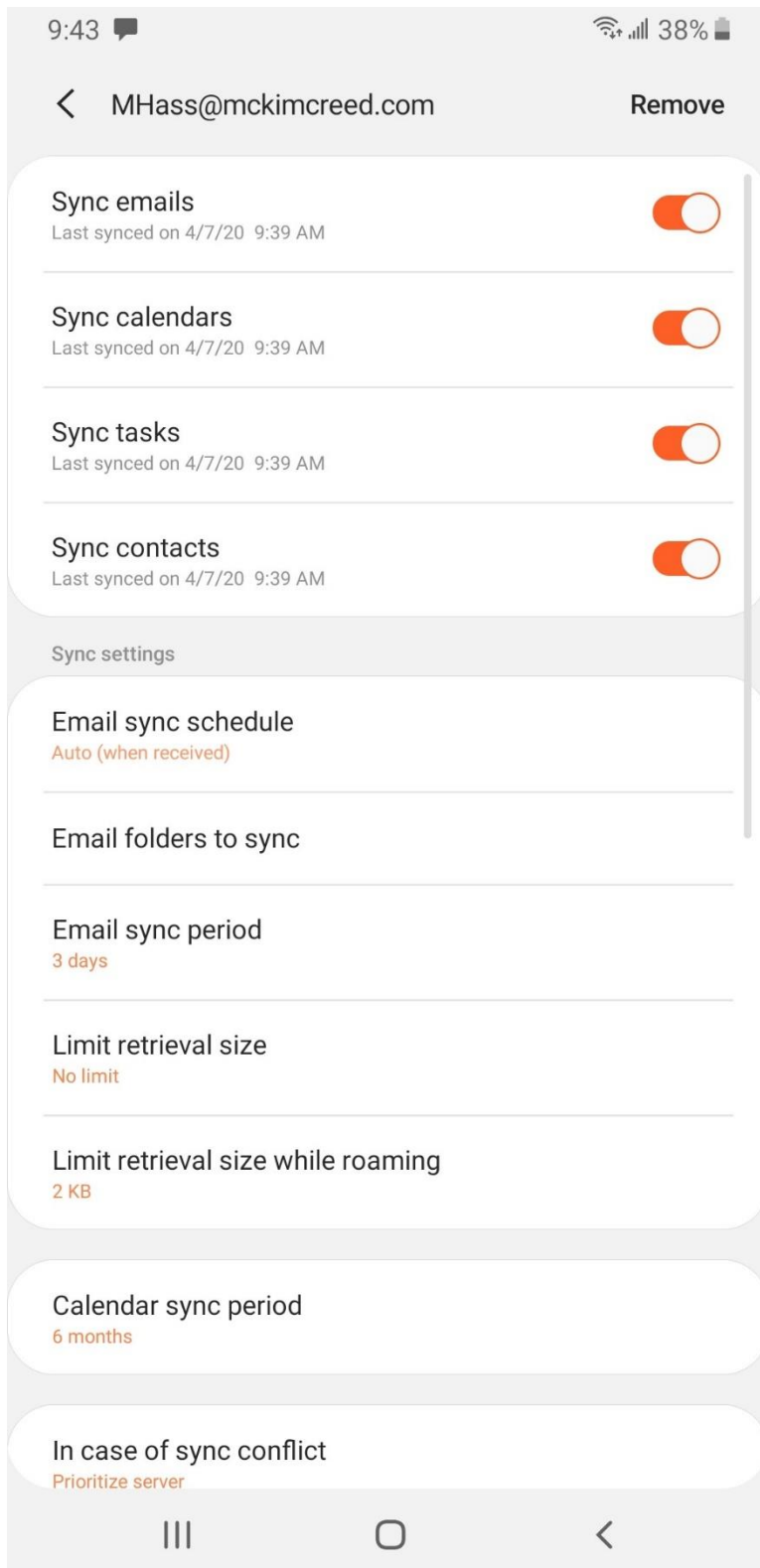
Now tap on the Gear icon in the top corner



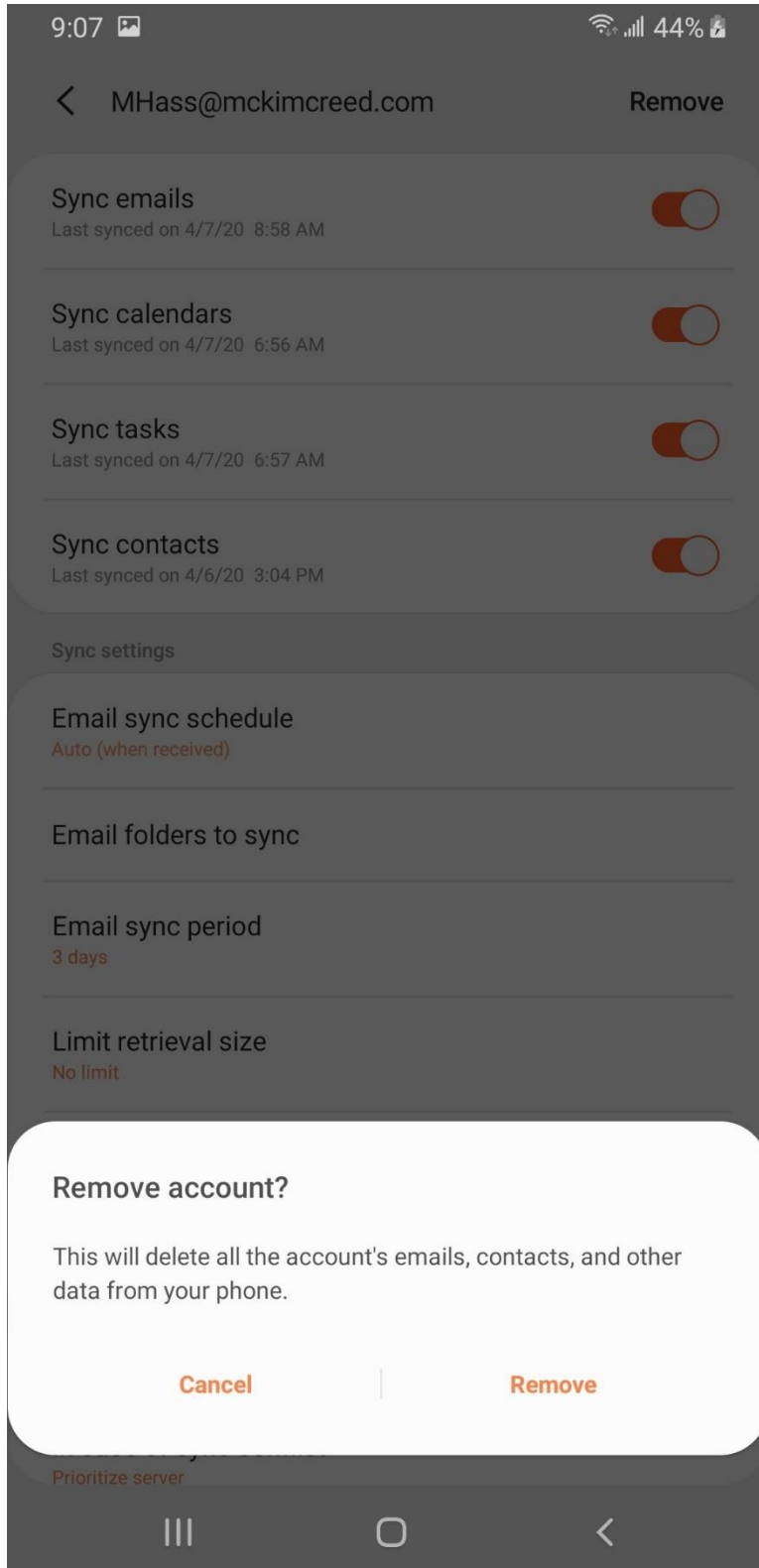
Tap on your current email account



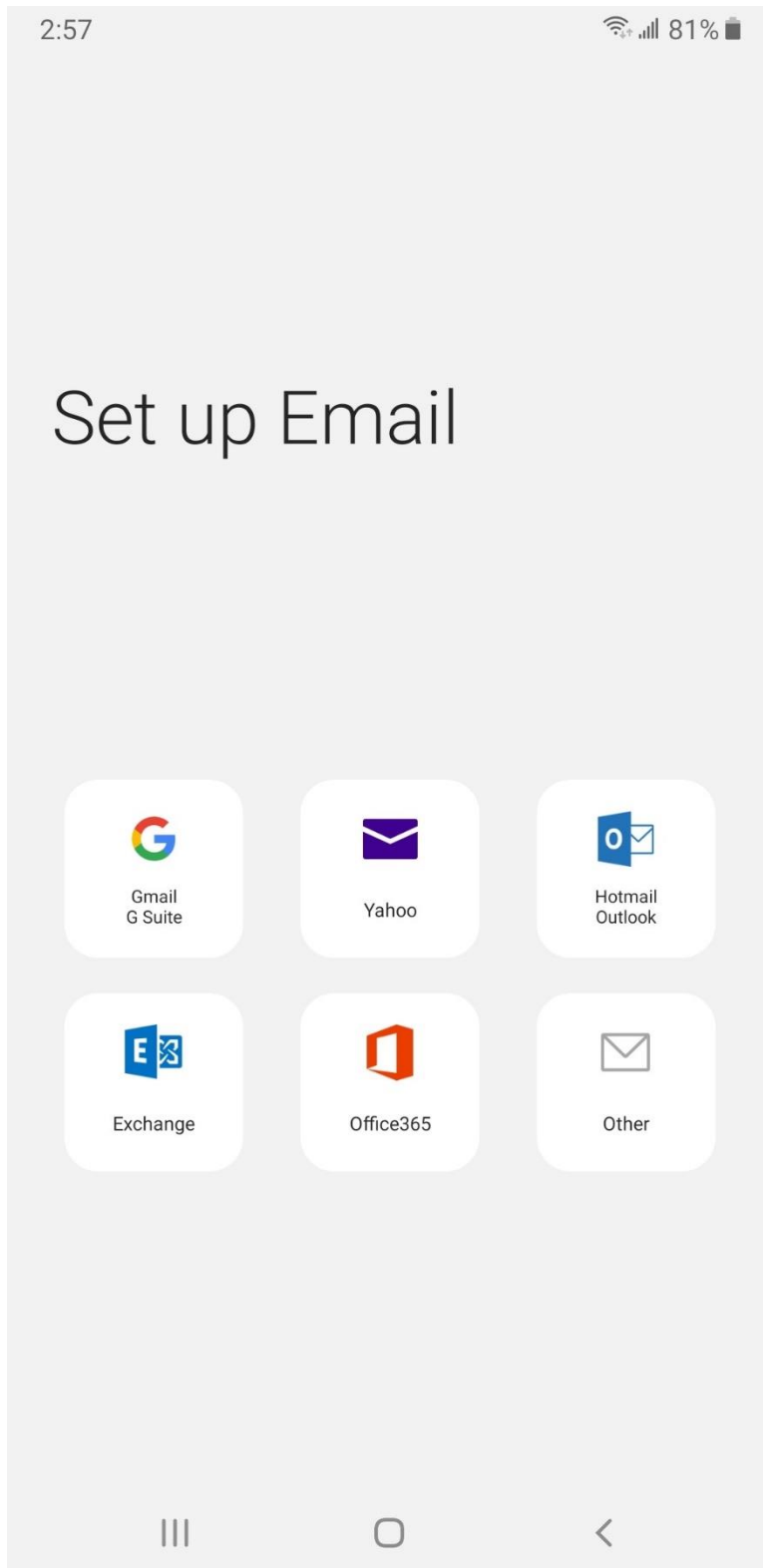
Tap remove





Confirm remove by tapping Remove




On the opening screen select Office365



Enter your Mckim & Creed Email address and hit Next

3:02   📶 80% 🔋

[←](#) Enter account information


 **Microsoft**

Sign in

[No account? Create one!](#)

[Can't access your account?](#)

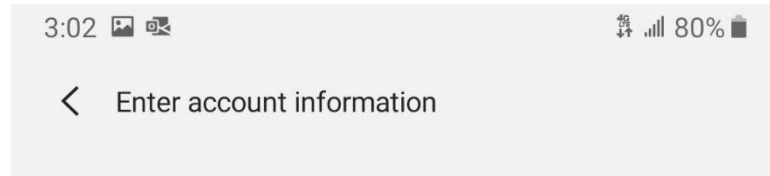
[Sign-in options](#)

 | mhass@mckimcreed.com ⋮

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The next page will be the company sign in page, enter your Mckim & Creed Credentials and select Sign In



Sign in

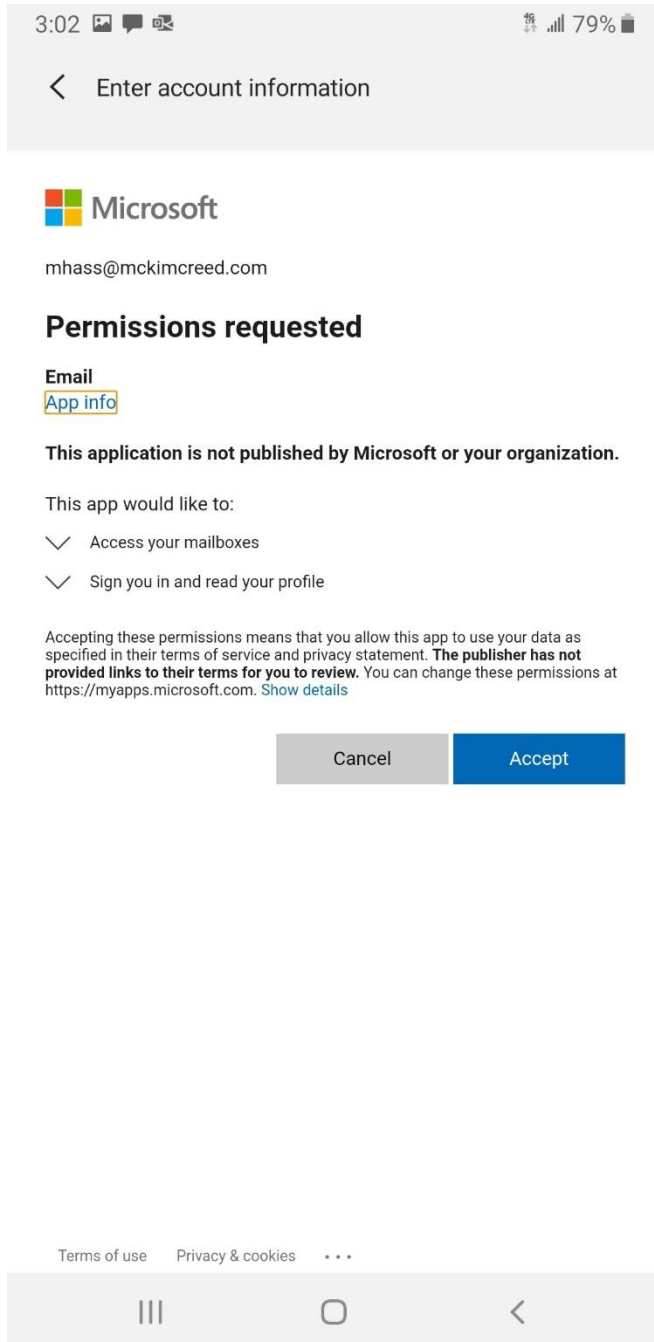
Keep me signed in

Sign in

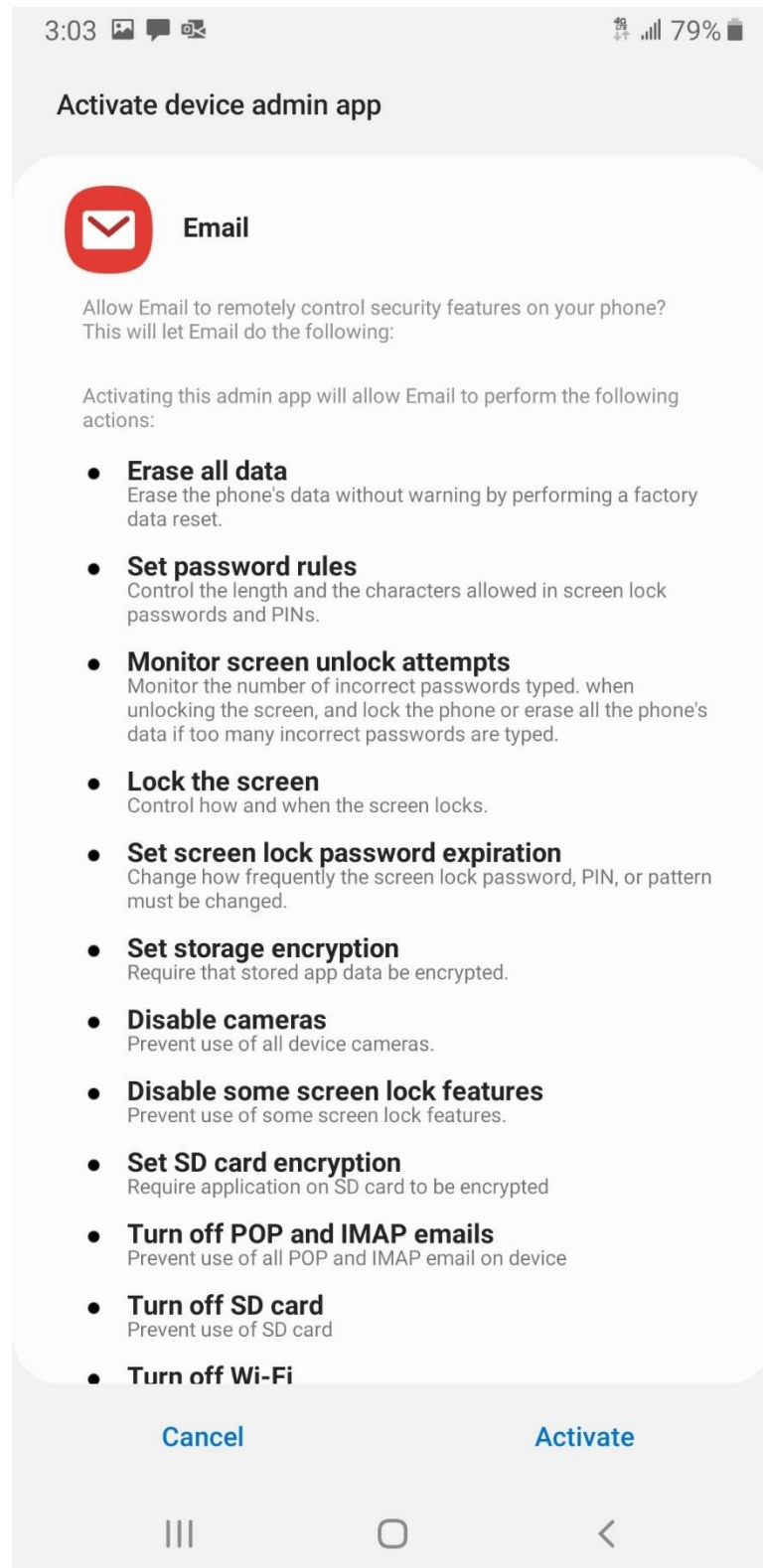
Sign using your McKim & Creed email address and password.



You will be prompted to give permissions to the app, hit Accept.



On some Samsung devices you may be prompted to accept additional permissions needed, hit Activate



After accepting App permissions, you will be directed to your Inbox

