



We're Going Google!

iOS Setup Instructions – Mail and Calendar

www.saintmarys.edu/googleapps/mobile

To set up the Mail app on an iOS device (running iOS 8 or iOS 9) with your Saint Mary's Google Apps account:

1. On your iOS device, go to *Settings*, then select *Mail, Contacts, Calendars*.
2. Select **Add Account**.
3. Select **Exchange**.
4. Enter your **Saint Mary's e-mail address** (i.e. msmith01@saintmarys.edu) in the *Email* field. Enter your **Saint Mary's password** in the *Password* field. Type **Saint Mary's Google Apps** in the *Description* field, then tap **Next**.
5. Type **m.google.com** in the *Server* field. Leave the *Domain* field blank. Enter your **Saint Mary's e-mail address** (i.e. msmith01@saintmarys.edu) in the *Username* field. Enter your **Saint Mary's password** in the *Password* field (which may already be entered for you from the previous screen). Tap **Next**.
6. Make sure that the *Mail, Contacts, and Calendars* are all turned on. This will give you access to your Mail, Contacts, and Calendars on Google Apps from your iOS device. Tap **Save**.
7. You may be prompted about syncing your Contacts and Calendars. In most cases, you will want to select the **Keep on my iPhone** (or iPad or iPod touch) option when prompted.
8. Your Saint Mary's Google Apps account is now accessible via your Mail app on your iOS device.

(Secondary and shared calendar setup information on reverse.)

To set up the Calendar app on an iOS device (running iOS 8 or iOS 9) to view secondary and shared Google Apps calendars:

By default, your iOS device will only display your primary Google Apps calendar (the one designated with your name under *My Calendars*). You can follow the steps below to access secondary and shared calendars on your iOS device.

1. From a computer or your iOS device, visit **<https://www.google.com/calendar/hosted/saintmarys.edu/syncselect>**
2. If you are not already logged into your Saint Mary's Google Apps account, please log in as prompted.
3. Select the calendars you want to access on your iOS devices.
4. Click the **Save** button.
5. On your iOS device, go to *Settings*, then select *Mail, Contacts, Calendars*.
6. Select **Add Account...**
7. Select **Other**.
8. Under *Calendars*, select **Add CalDAV Account**.
9. In the *Server* field, type:
<https://www.google.com/calendar/dav/yourusername@saintmarys.edu/user>
10. In the *Username* field, type in your **Saint Mary's e-mail address**.
11. In the *Password* field, type in your **Saint Mary's password**.
12. In the *Description* field, type in **Saint Mary's Calendars**.
13. Tap the **Next** button. Your iOS device will verify the account information with Google.
14. Your secondary and shared calendars will now appear in your Calendar app on your iOS device.
15. If you find that you have duplicate primary calendars appearing in your Calendar app on your iOS device, from the Calendar app, tap the *Calendars* option at the bottom of the screen, scroll to the section *Saint Mary's Google Apps*, and deselect the calendar with your Saint Mary's e-mail address in that section. (Your Saint Mary's calendars should still be selected in the *Google Secondary Calendars* section.) Click *Done* to save the change. This issue may not occur on all iOS devices.

To have new calendar items you create on your iOS device automatically appear on your Saint Mary's Google Apps calendar, go to *Settings* and then select *Mail, Contacts, Calendars*. Scroll down to the *Calendars* section. Select *Default Calendar*. Select the calendar with your Saint Mary's e-mail address under the *Google Secondary Calendars* section.