



We're Going Google!

iOS Setup Instructions – Mail and Calendar

www.saintmarys.edu/googleapps/mobile

To set up the Mail and Calendar apps on an iOS device (running iOS 12) with your Saint Mary's Google Apps account:

1. On your iOS device, go to *Settings*, then select *Passwords & Accounts*.
2. Select **Add Account**.
3. Select **Google**.
4. Enter your **Saint Mary's e-mail address** (i.e. msmith01@saintmarys.edu) in the *Email or phone* field, then tap **Next**.
5. Enter your **Saint Mary's password** in the *Enter your password* field, then tap **Next**.
6. Make sure that *Mail*, *Contacts*, and *Calendars* are all turned on. (You may also enable *Notes* if you wish to use that feature.) This will give you access to your Saint Mary's Mail, Contacts, and Calendars 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. You can now access your Saint Mary's e-mail via the Mail app, your Saint Mary's calendar via the Calendar app, and your Saint Mary's contacts via the Contacts app on your iOS device.

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 *Calendar*. Select *Default Calendar*. Select the calendar with your Saint Mary's e-mail address.

Google also offers its own official Gmail and Calendar apps that will work with your Saint Mary's account. You can download them for free from the App Store.