



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 18) with your Saint Mary's Google Workspace for Education account:

1. On your iOS device, go to *Settings*.
2. Select **Apps**.
3. Select **Mail**.
4. Select **Mail Accounts**.
5. Select **Add Account**.
6. Select **Google**.
7. When asked to use "google.com" to Sign In, select **Continue**.
8. Enter your **Saint Mary's e-mail address** (i.e. msmith01@saintmarys.edu) in the *Email or phone* field, then tap **Next**.
9. Enter your **Saint Mary's password** in the *Enter your password* field, then tap **Next**.
10. 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**.
11. 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.