How to set up your iPad’s Mail app to access your Central College Gmail and Calendar

**On your computer** go to https://google.central.edu (your Central Gmail page).

At top right of the Gmail screen, click on your email address, then on the word Account.

Click on Security on the left

Look for 2-step verification. If 2-step verification is Off, enable it by clicking “Turn on 2-step verification” and follow the instructions given.

With 2-step verification enabled, click Manage application specific passwords.

Enter your password

Near the bottom of the page under Step 1 of 2: type in a description such as iPad Mail and click Generate Password. It will display a 16-character code, which you will need shortly.

**On your iPad,** go to Settings, then Mail, Contacts, Calendars.

If your Exchange account for Central College is listed there, select it and Delete it.

Click Add Account....

Select Gmail

Name: Type in your first and last name
Email: Type in your Central College email address
Password: type in the 16-character code you received above.
Description: type in Central College Gmail

Click Next, then Done.