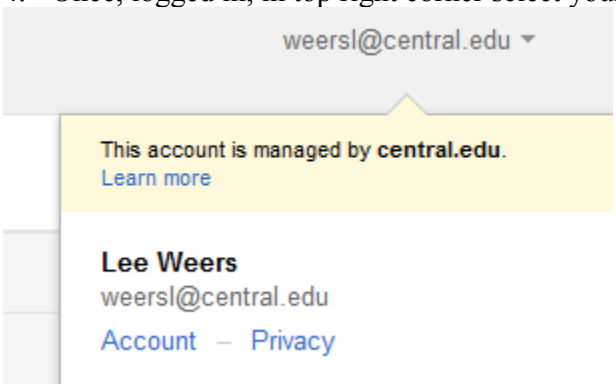
Central College

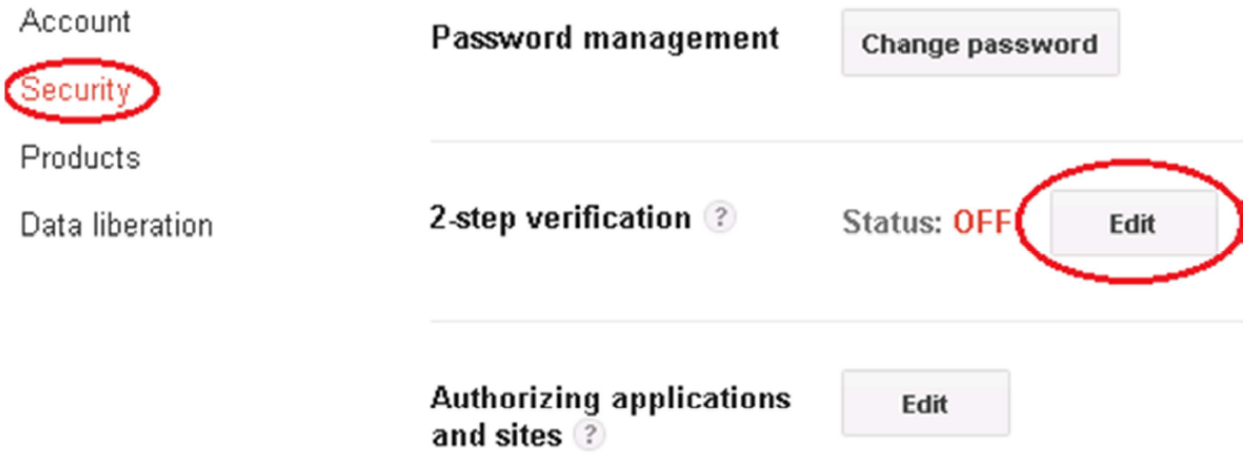
Google Mail & Your Phone

For Android Phones

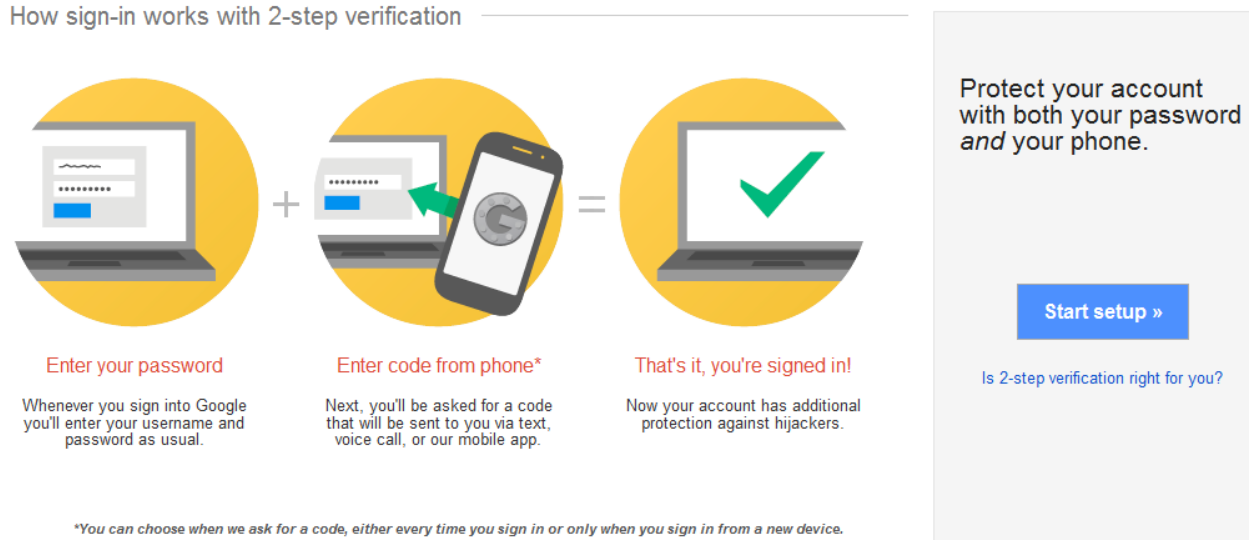
1. On your computer, using any browser, log into the portal at: https://my.central.edu
2. Verify that the **Student Home** tab is selected
3. Login to your **Email** account found under ***Cloud Services***
4. Once, logged in, in top right corner select your email address name and click on **Account**.



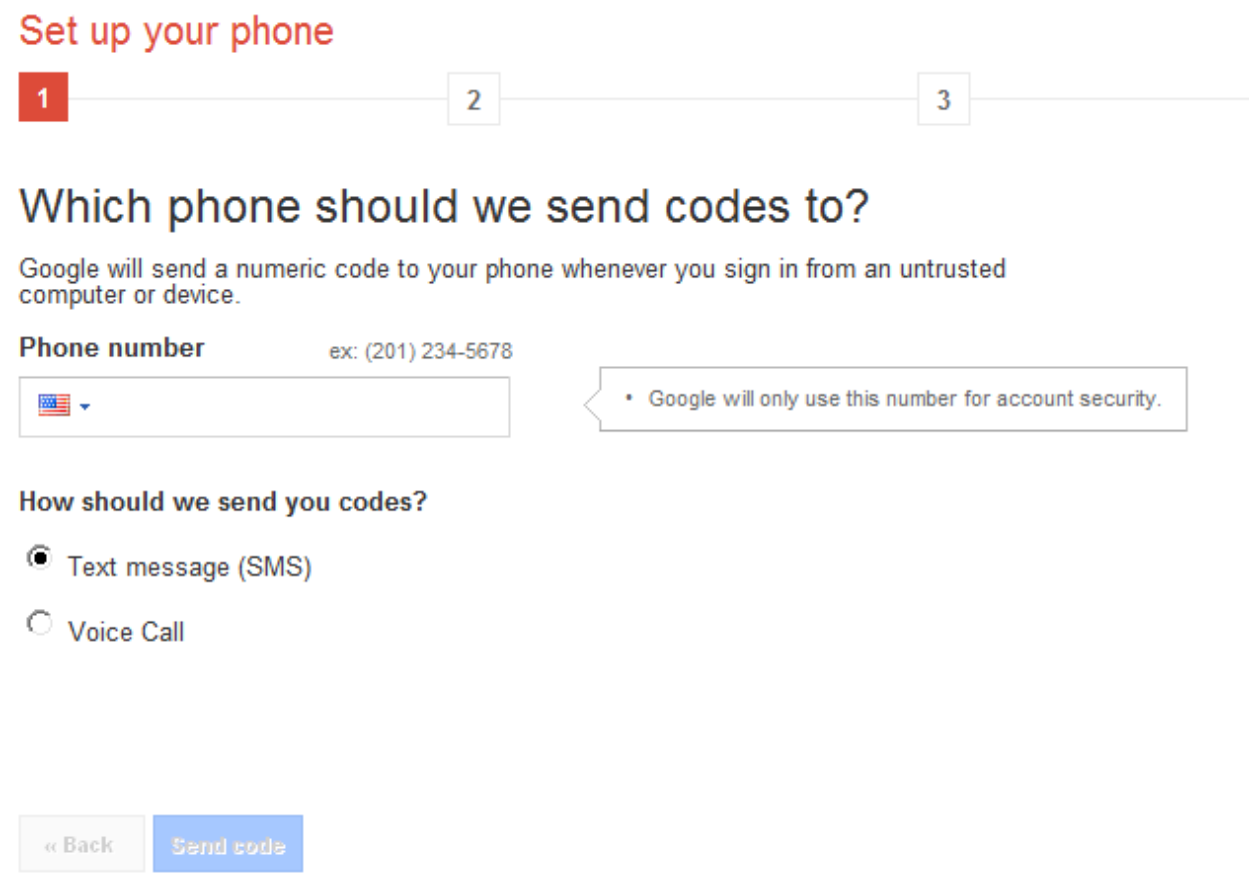
5. Select the **Security** Category. You are going to click on the **Edit** button to turn on 2-step verification. (middle row)



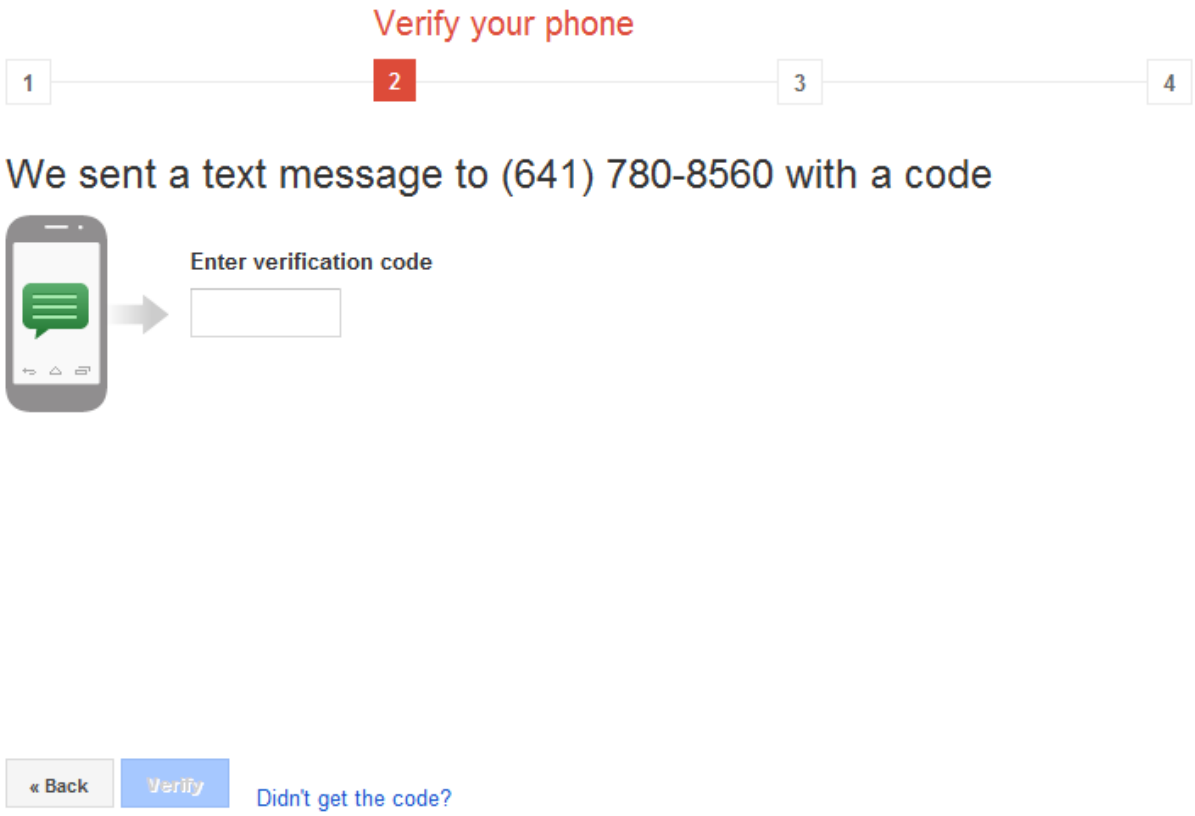
6. Click **Start setup**



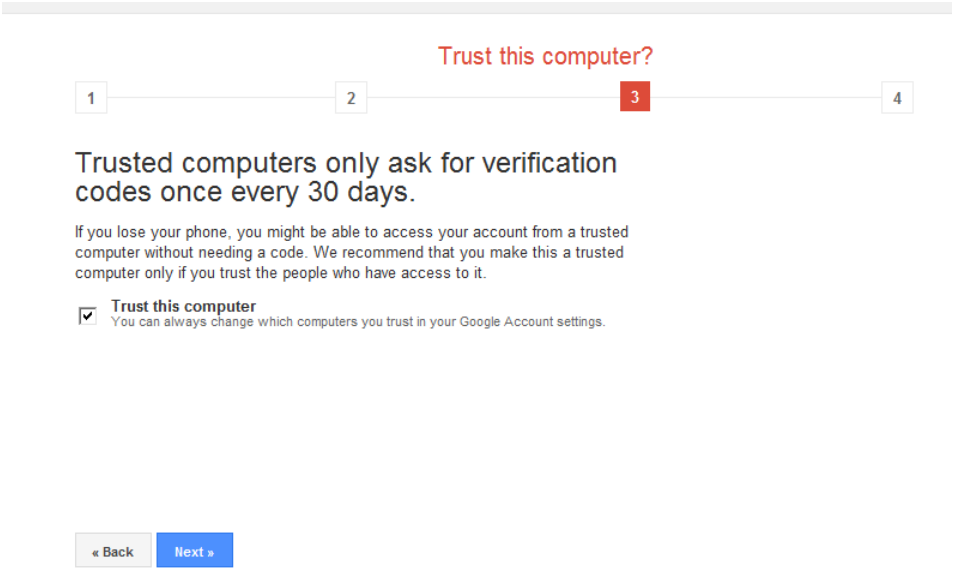
7. Enter your **Phone number.** Please make sure to enter your mobile phone number that you intend to setup your Google mail.
8. Select the preference as to how Google can send your verification code. **Text Message or Voice Call.**
9. Click **Send code**.



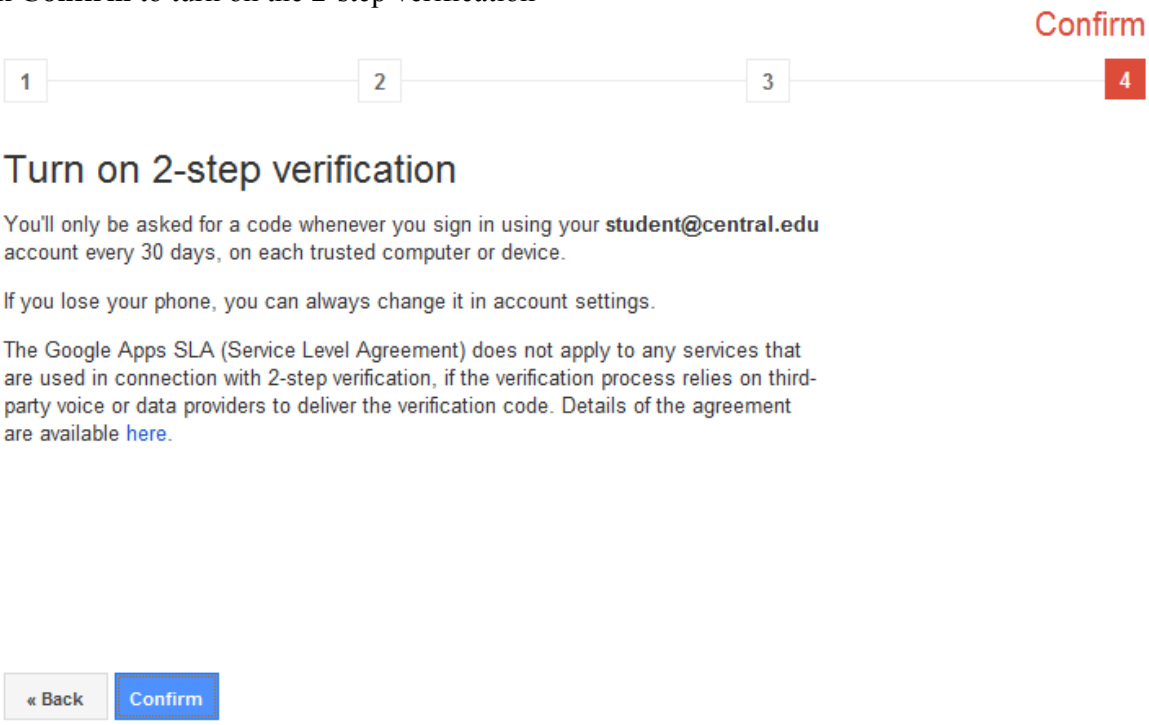
10. Enter the verification code from the text message or call from your phone
11. Click **Verify**



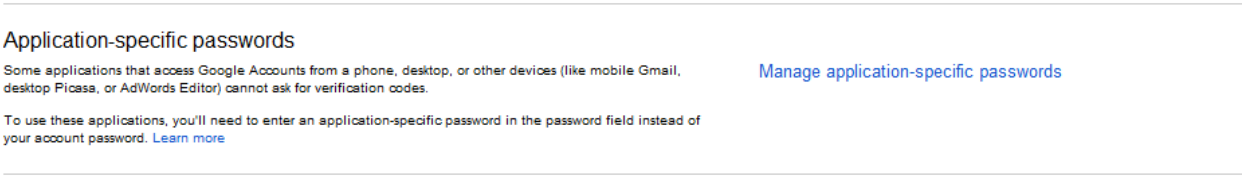
12. Read the message regarding trusting your computer, and answer appropriately, do not answer yes if you are on a lab computer or a public computer.
13. Click **Next**



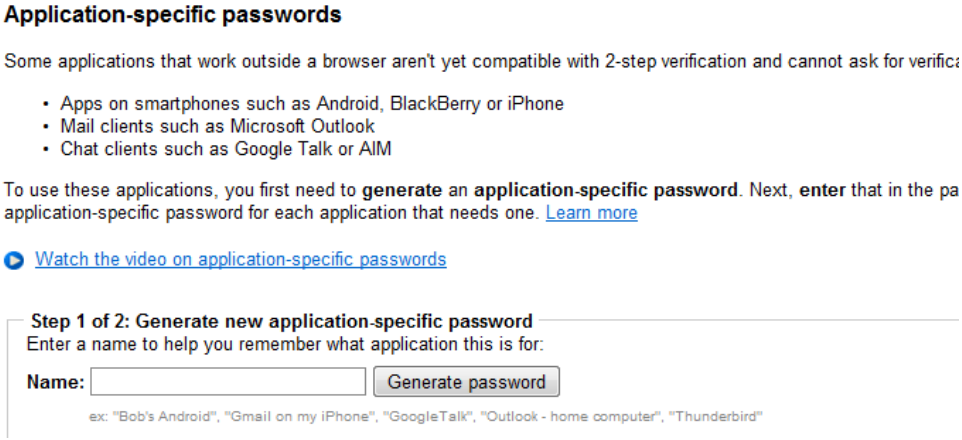
14. Click **Confirm** to turn on the 2-step verification



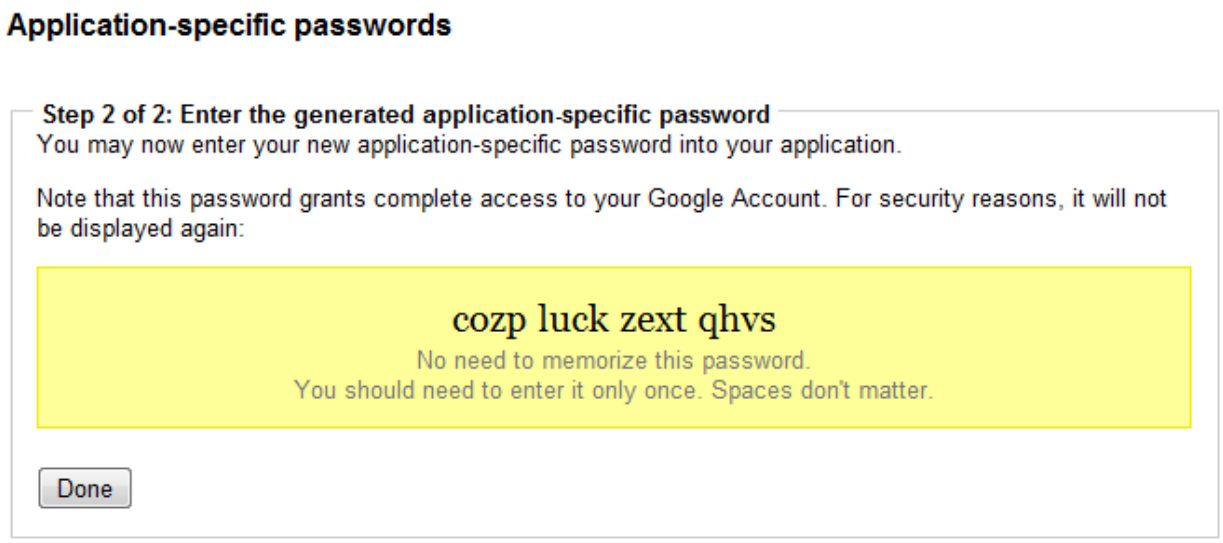
15. Verification appears that 2-step verification is turned on
16. In the section, *Application-specific passwords,* click on **Manage application–specific passwords.**



17. Enter an identifying word such as *Central Email* and click **Generate password**



18. A one-time password appears. KEEP THIS SCREEN until complete



19. This is the end of the computer portion of the setup process

On your Android phone

1. Go to **Settings** – **Accounts** – **Add Account** – Select **Google**.
2. Click **Next** button.
3. Where it says, "**Already have a Google Account?**"
4. Click **Sign in** button.
5. Enter your email address for your **username**: (i.e. username@central.edu)
6. Enter the one-time **password** that was provided to you from Google's step 2 of application specific passwords.
7. Click **Sign in** and select types of features you would like to synchronize your mobile phone with
8. Google Apps and you are done.