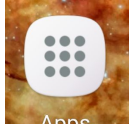
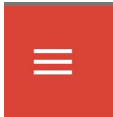


Do you have the Gmail app installed on your phone?

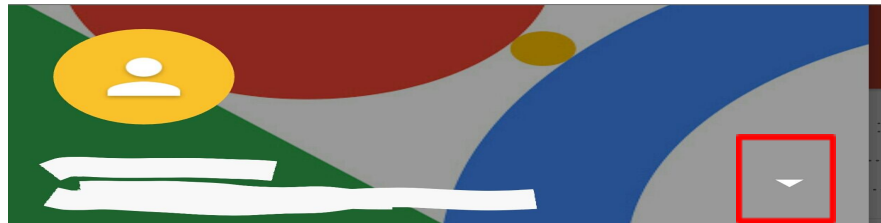
If you already have the Gmail app installed on your phone, skip to Step #4. (**Hint:** You can open the all apps view on your android phone. Most android phones have Gmail already installed) The all apps may look a bit different than this, depending on your phone model:



1. Go to the Play Store
2. Search for Gmail
3. Download and install the Gmail app
4. Open the Gmail app
5. Click the hamburger menu located in the top left.



6. Adding an account
 - a. If you already have an account click the dropdown arrow next to your account



- i. Touch "Add account"
 - ii. Touch "Google"
 - iii. Enter in your email (example@central.edu) and touch "Next"
 - iv. A message will appear saying your google account is managed by central.edu. Touch "Accept"
 - v. Enter in your email and password and touch "Sign In"
 - vi. Uncheck automatically back up device data (Unless you wish to save wifi passwords and call history to Google Drive) (**Hint:** Your phone already has this feature, just uncheck it)
 - b. If you do not have an account already connected to the app touch the next arrow > and then touch "Done"
 - i. Touch "Add an email address"
 - ii. Touch "Google"
 - iii. Enter in your email (example@central.edu) and touch "Next"
 - iv. A message will appear saying your google account is managed by central.edu. Touch "Accept"

- v. Enter in your email and password and touch "Sign In"
 - vi. If a message comes up with a checkbox, uncheck it.
 - 1. Uncheck automatically back up device data (Unless you wish to save wifi passwords and call history to Google Drive) (**Hint:** Your phone already has this feature, just uncheck it)
7. Your email is now connected on your android phone.