

How to set up your iPhone/iPod/iPad's Mail app to access your Central College Gmail

- 1) On your **iPhone/iPod/iPad**, go to **Settings**, then **Accounts & Passwords**.
- 2) If your Exchange account for Central College is listed there, select it and Delete it.
- 3) Click **Add Account**
- 4) Select **Google**
- 5) Type in your email. (yourusername@central.edu)
- 6) Enter just your Central College username and your password
- 7) Turn on or off which applications you would like Google to use (ex. Contacts, Calendar, etc.)
- 8) Click **Save**