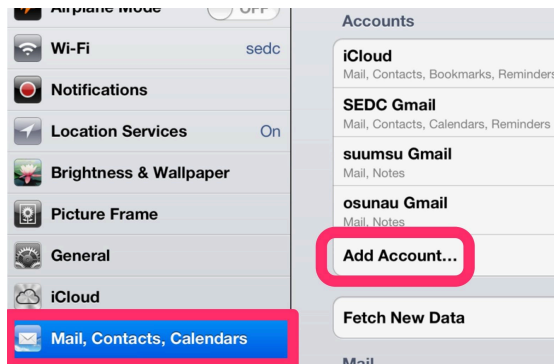
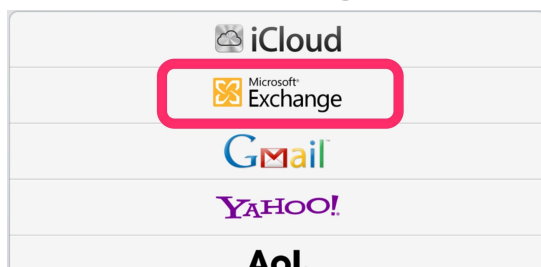


## Getting Started

1. Open the **Settings** application on your device's home screen.
2. Open **Mail, Contacts, Calendars**.
3. Tap **Add Account...**

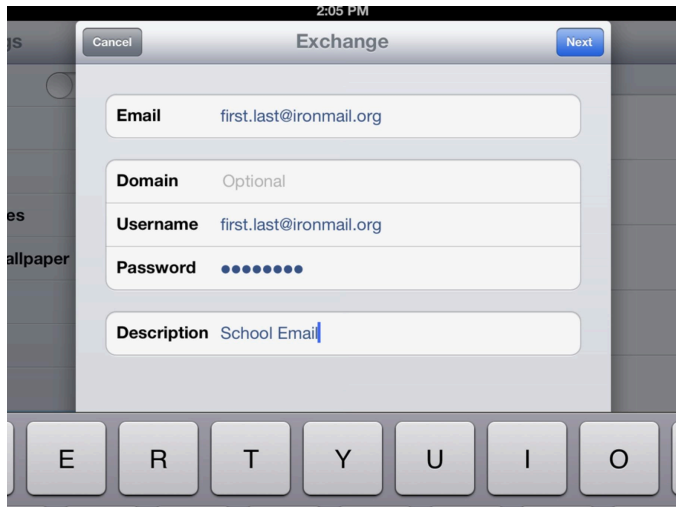


4. Select **Microsoft Exchange**.

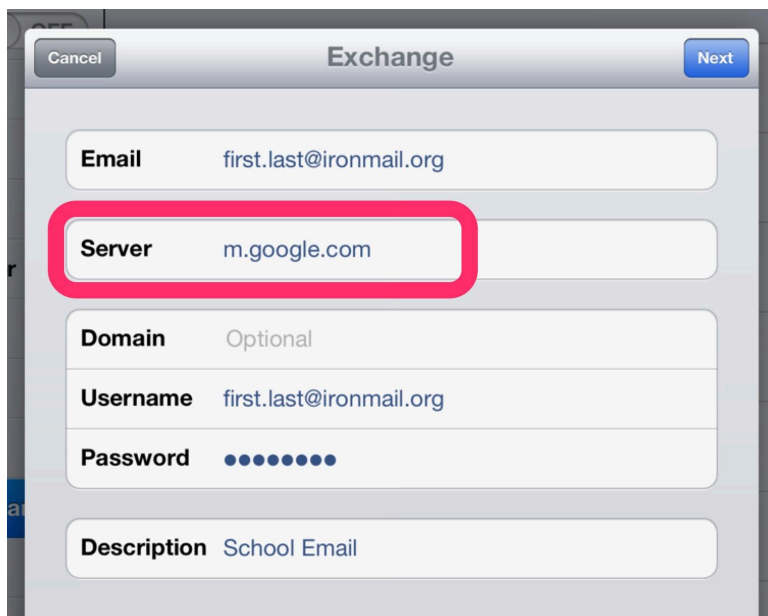


## Enter Account Info

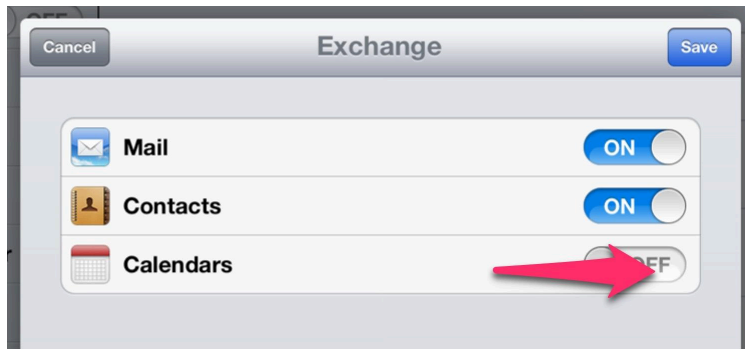
5. In the **Email** field, enter your full Google Account email address.
6. Leave the **Domain** field blank.
7. Enter your full Google Account email address as the **Username**.
8. Enter your Google Account password as the **Password**.
9. You may want to change **Description** to a more descriptive name for the account you are creating.



10. Tap **Next** at the top of your screen.
11. When the new **Server** field appears, enter **m.google.com**.
12. Press **Next** at the top of your screen again.



13. Select the Google services (Mail, Calendar, and Contacts) you want to sync.



14. Unless you want to delete all the existing Contacts and Calendars on your phone, select the **Keep on my iPhone** option when prompted. This will also allow you to keep syncing with your computer via iTunes.

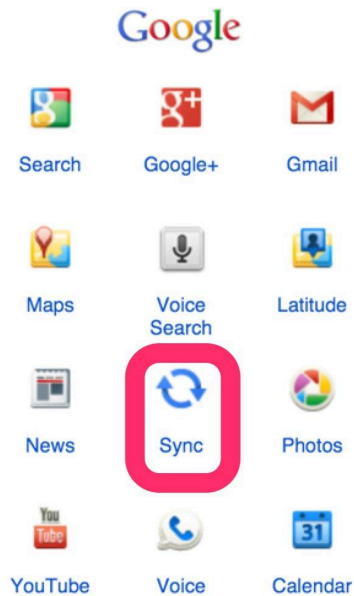
You've set up Google Sync! Synchronization will begin automatically if you have Push enabled on your device. You can also open the Mail, Calendar or Contacts app and wait a few seconds to start a sync.

**Next, if needed, we will set up Multiple Calendar Syncing**

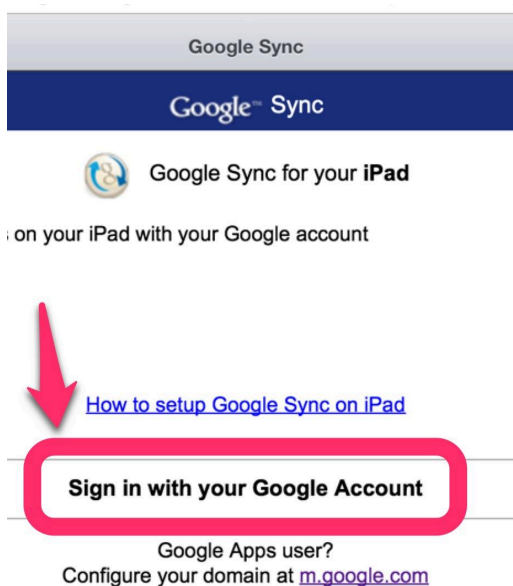
### **Select Calendars to Sync**

If you use and would like to enable syncing of multiple calendars, follow the steps below:

1. Open the Safari browser on the iPad, and head to [m.google.com](https://m.google.com)
2. In the list of services that appear, click 'Sync'.



3. Click the 'Sign in with your Google Account' button (that does not really look like a button)



4. You'll be presented with a Google Account login page. Enter your FULL email address and password, and click 'Sign in'.

Sign in Google

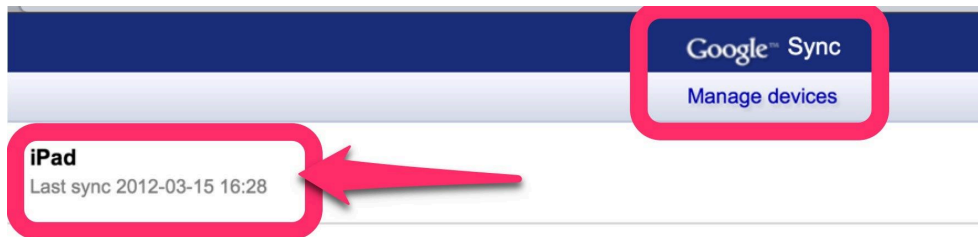
Email  
last.first@ironmail.org

Password  
●●●●●●●●

[Sign in](#) ☒ Stay signed in

[Can't access your account?](#)

5. You will now be at a page called 'Google Sync: Manage Devices'. You should see an 'iPad' or 'iPhone' option (whatever device you are signing in with) listed. Click **iPad**.



6. Next, you'll see a list of all of the calendars that you have access to with this email account - calendars you've created, as well as the shared calendars you have subscribed to.

Cancel Settings [Save](#)

☐ Enable "Send Mail As" for this device.

☐ Enable "Delete Email As Trash" for this device.

Select up to 25 calendars to sync to your device

**My Calendars**

- ☒ clint.stephens@ironmail.org
- ☐ 5th Grade Calendar
- ☐ 9th Grade Upcoming Events
- ☒ Biology
- ☒ Chemistry
- ☒ Physics

**Shared Calendars**

- ☒ Iron County School District (Read Only)
- ☐ Phases of the Moon (Read Only)
- ☐ US Holidays (Read Only)

Cancel [Save](#)

7. You may also see a few additional options:
- a. Enable "Send Mail As" for this device - I'm not sure what this changes...
  - b. Enable "Delete Email As Trash" for this device - will turn the 'Archive' button in the **Mail** app to a trash can to delete messages.
8. Tap the checkbox next to each calendar that you'd like to view/sync with your iPad, and

click the 'Save' button at the right side of the screen.

9. Now, when you go back to the Calendar app on the iPad, all of your calendars should be syncing (give it a minute or two for the changes to take effect).