Set Up Email on Your Phone

Go to the Apple App Store or the Google Play Store and download the GMail App



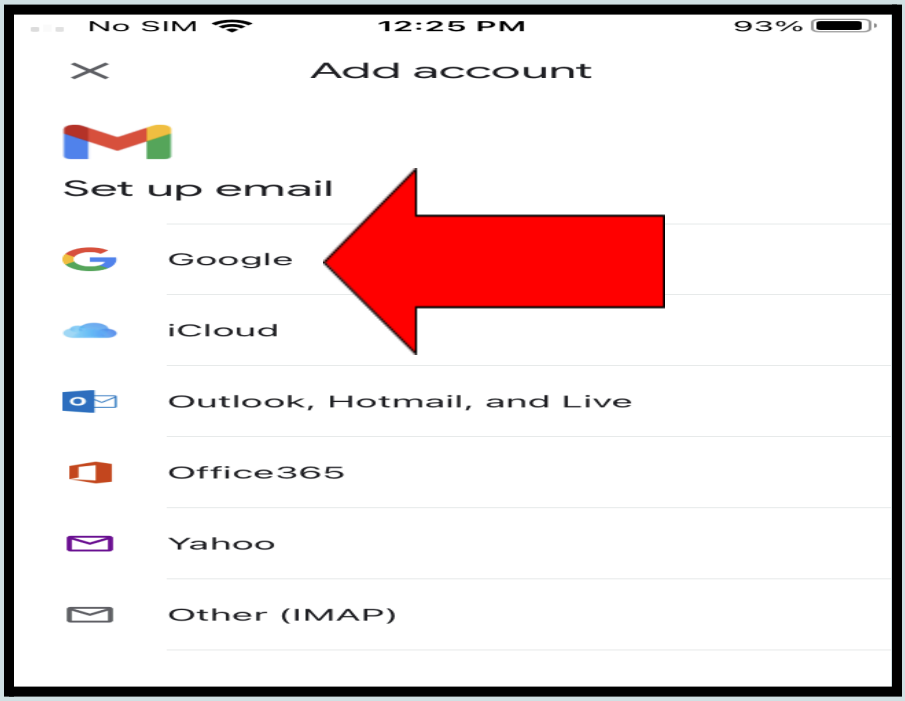
Once it is added to your screen, click on the app.



Click on Sign In (If you are adding another GMail account instead, see the directions on pg. 6)



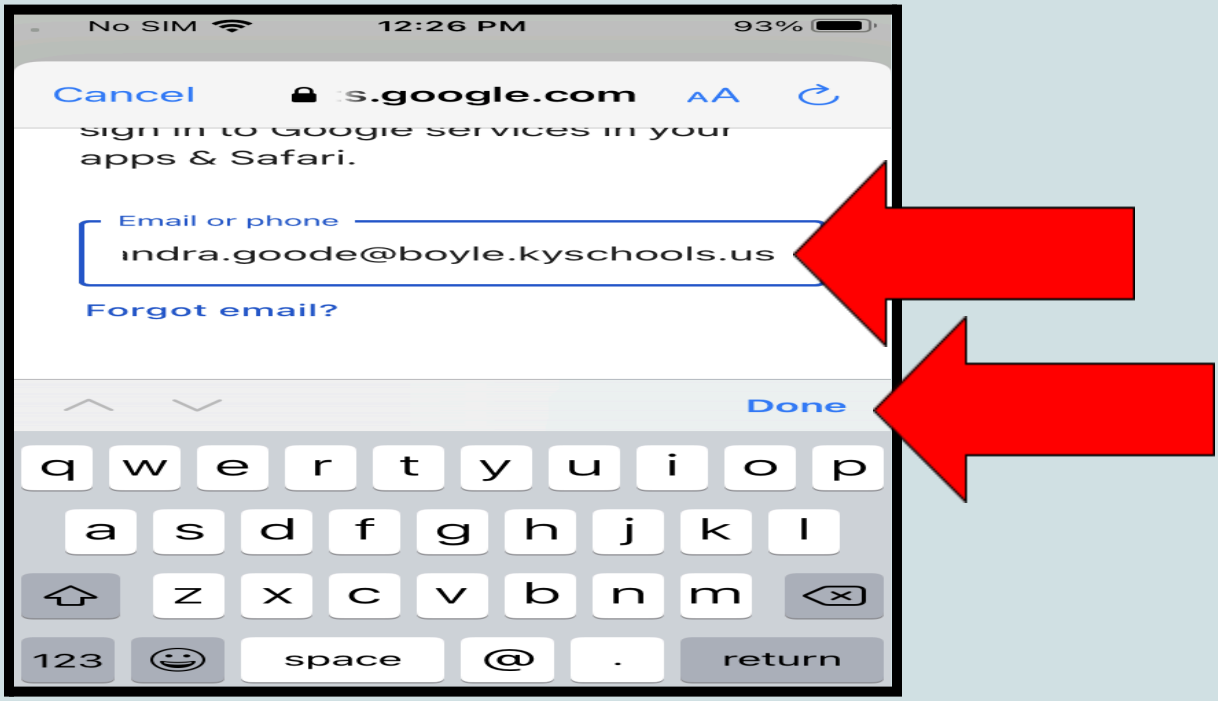
Select Google



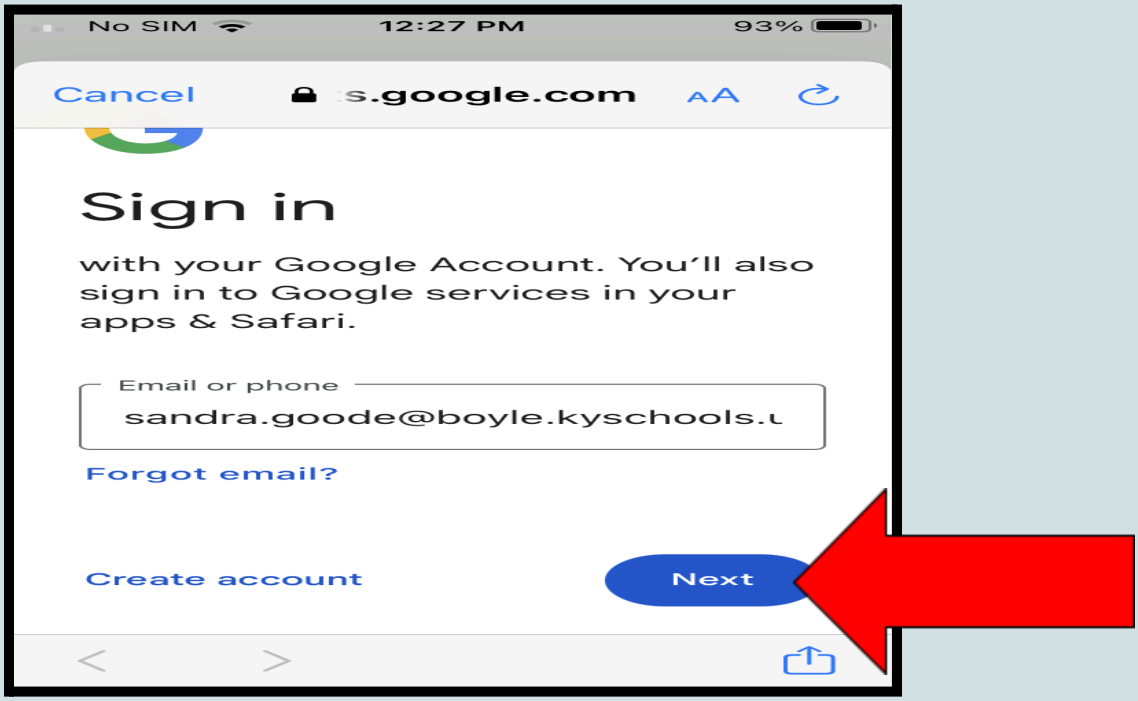
Click Continue



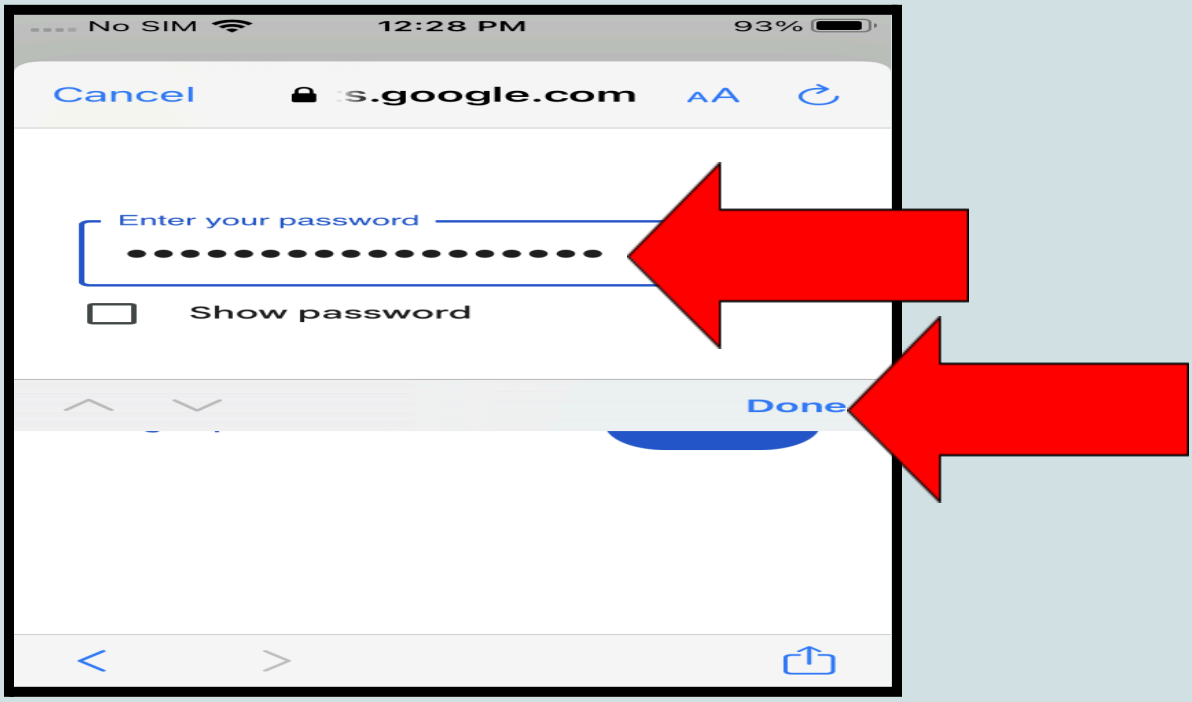
Enter your school email address and click Done



Click Next



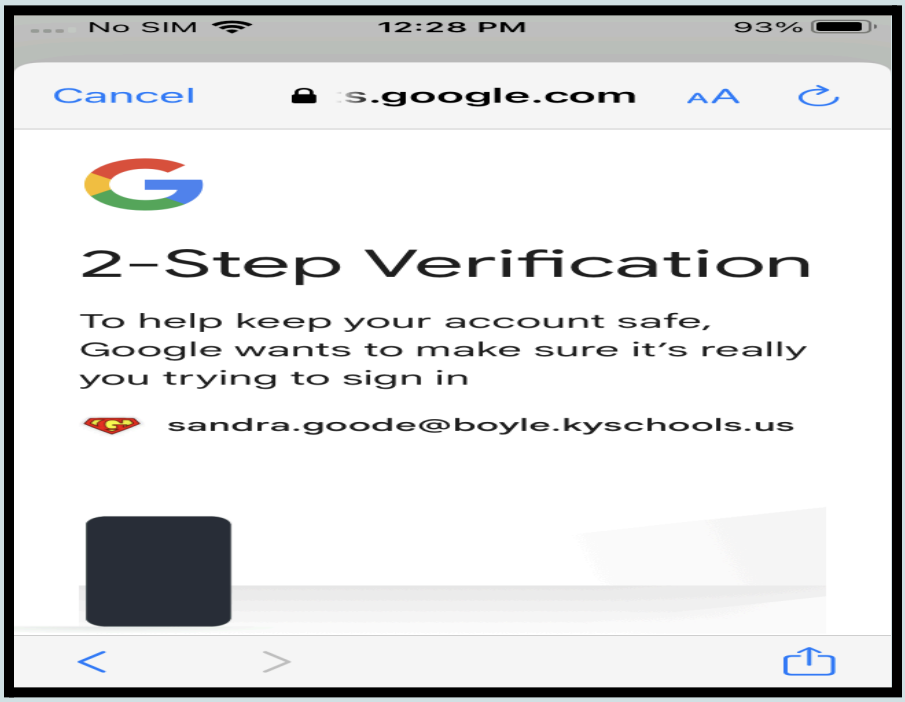
Enter your email passphrase (15/+ characters) and click Done



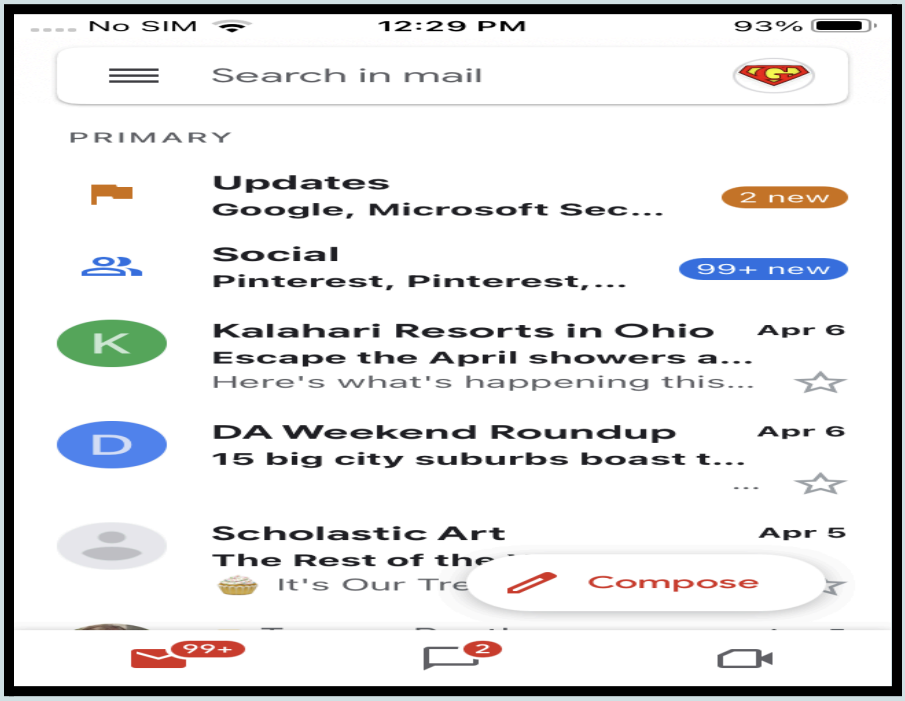
Click Next



With the 2-Step Verification, it will text your phone to verify that it is you logging in. Just click on Yes, its me

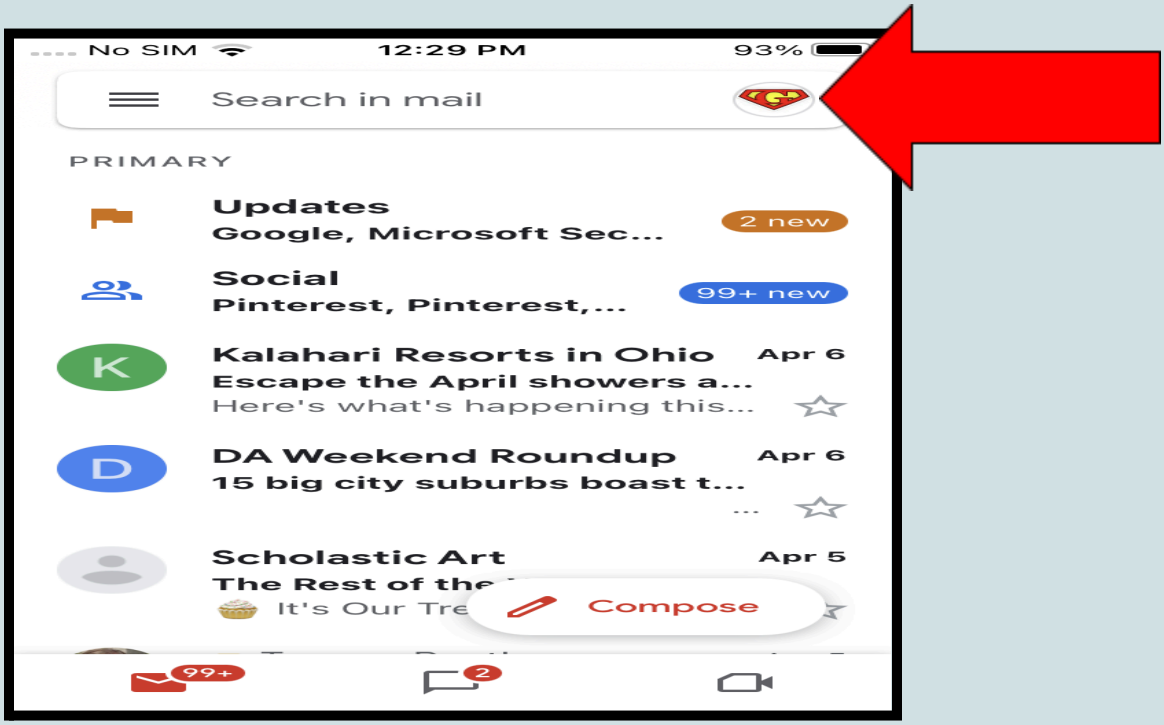


Your Inbox should open

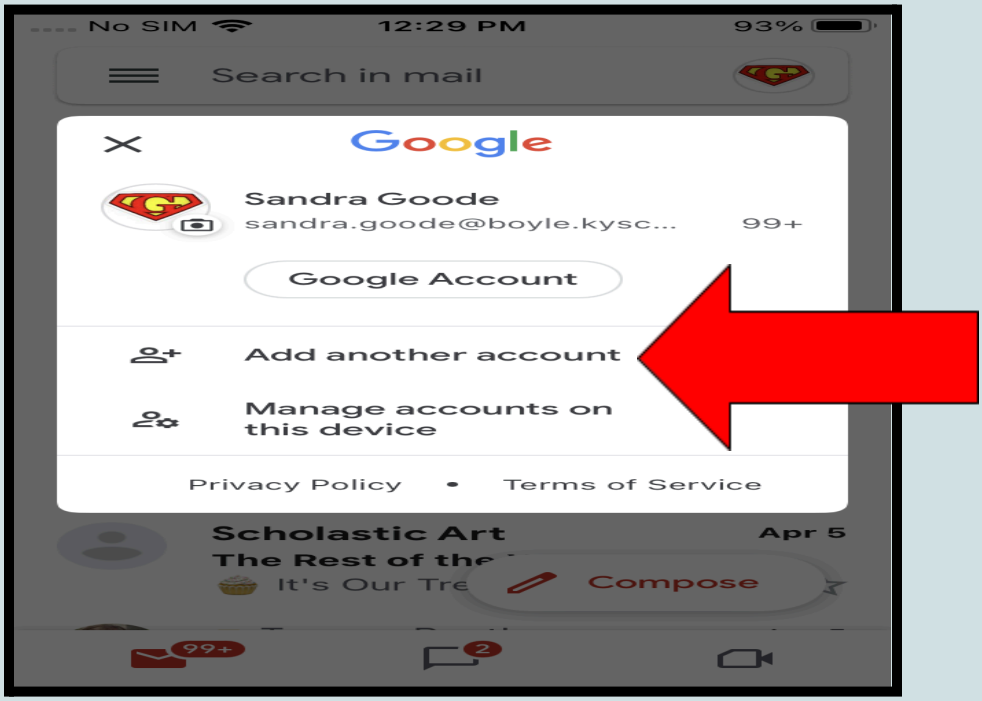


Adding Another Account

If you are adding another account to GMail. Open the GMail app. Click on your avatar in the top right corner



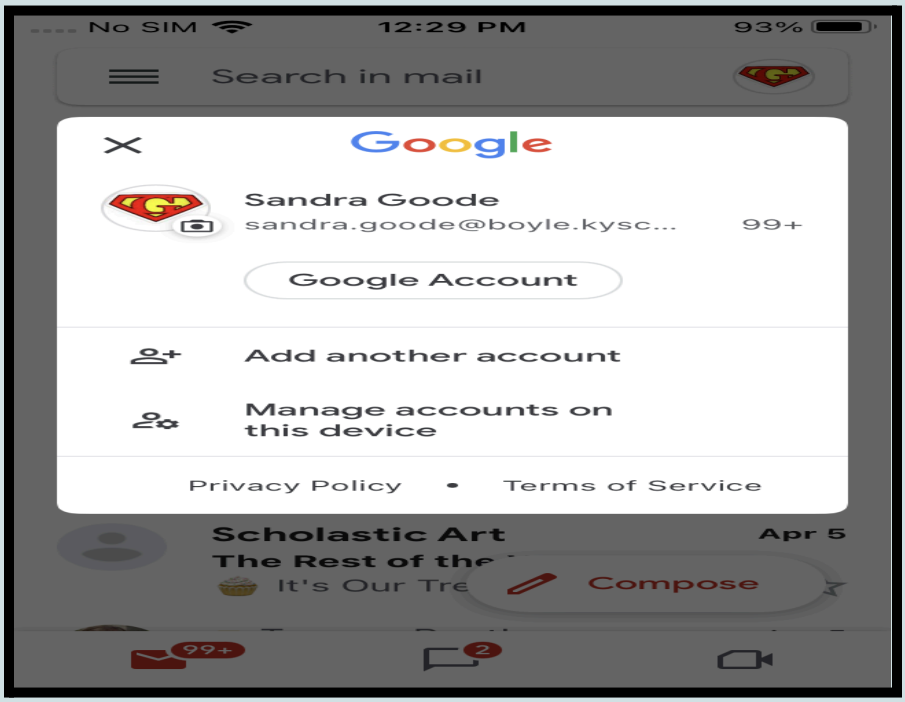
Click on Add Another Account



Now just follow the same steps after Sign In (pg. 2).

Remove an Account

If you need to remove an email account from a device. Click on your avatar in the top right corner and then click on Manage Accounts on this Device



Click on Remove from this Device



Click Remove

