Set Up Email on Your Phone

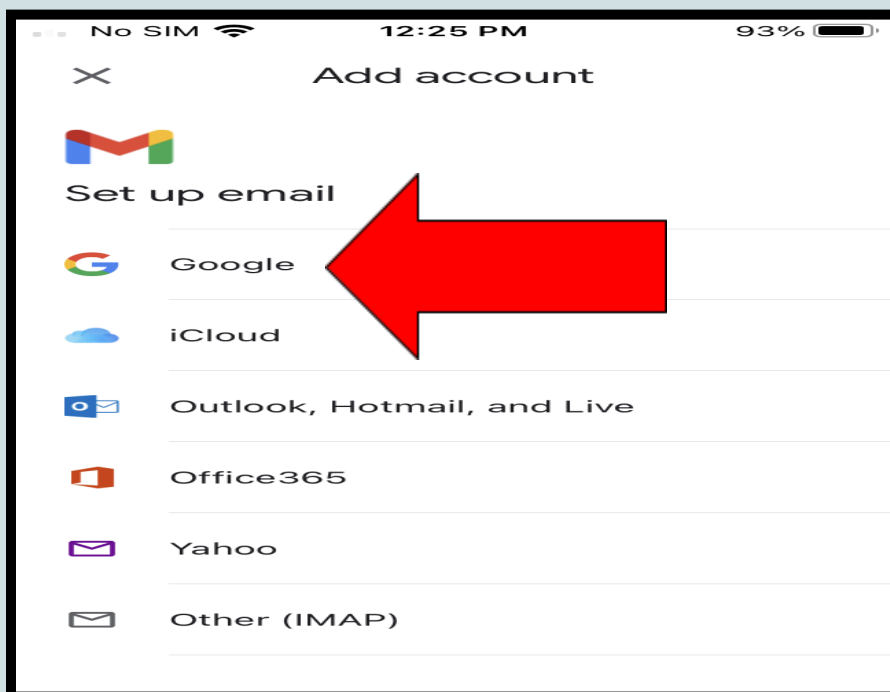Go to the Apple App Store or the Google Play Store and download the GMail App

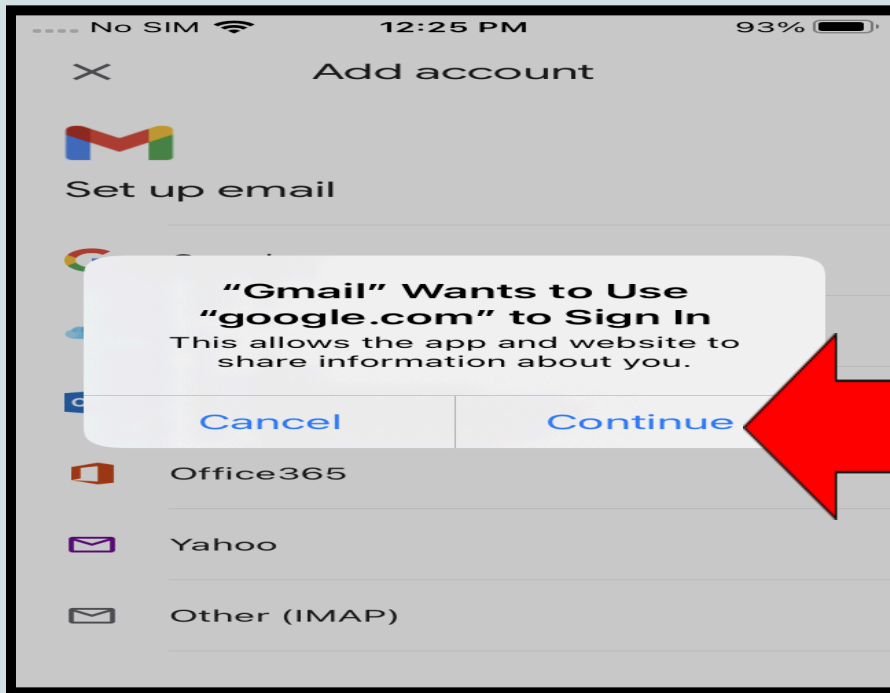Once it is added to your screen, click on the app.

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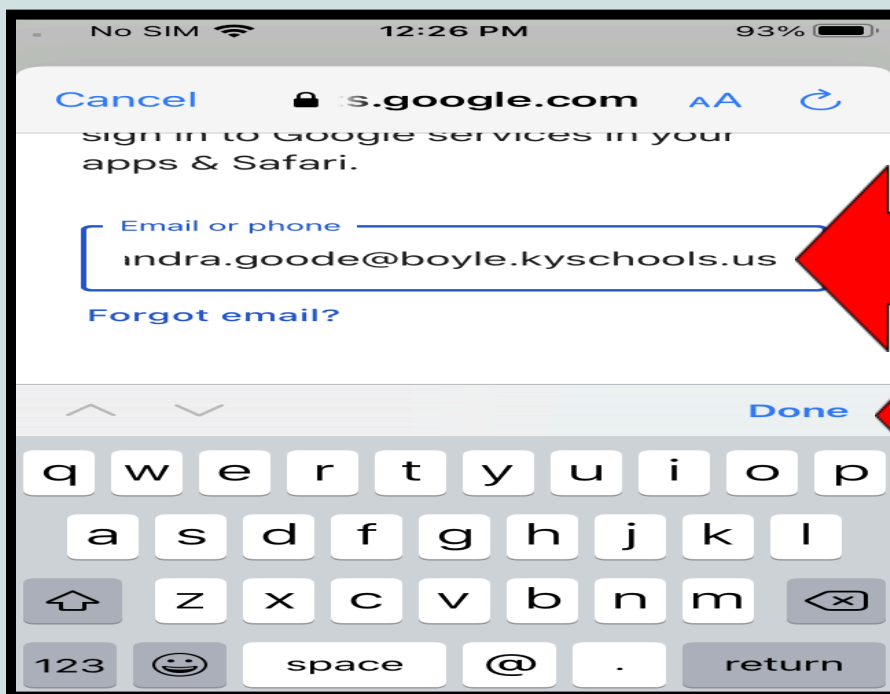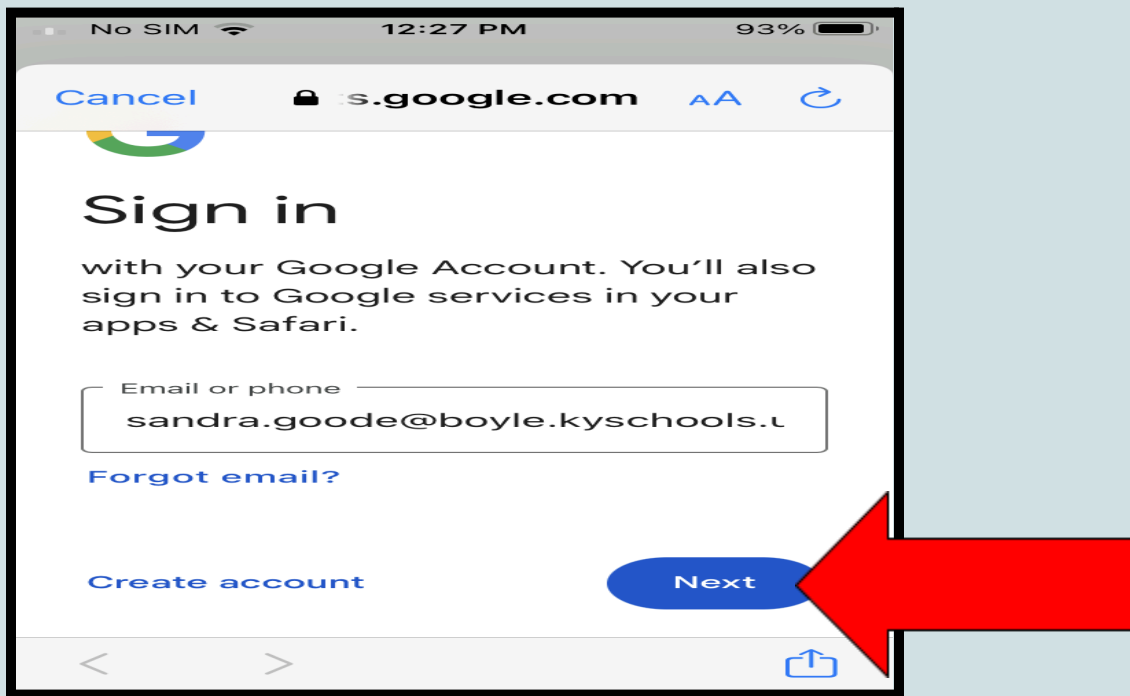

Select Google

Click Continue
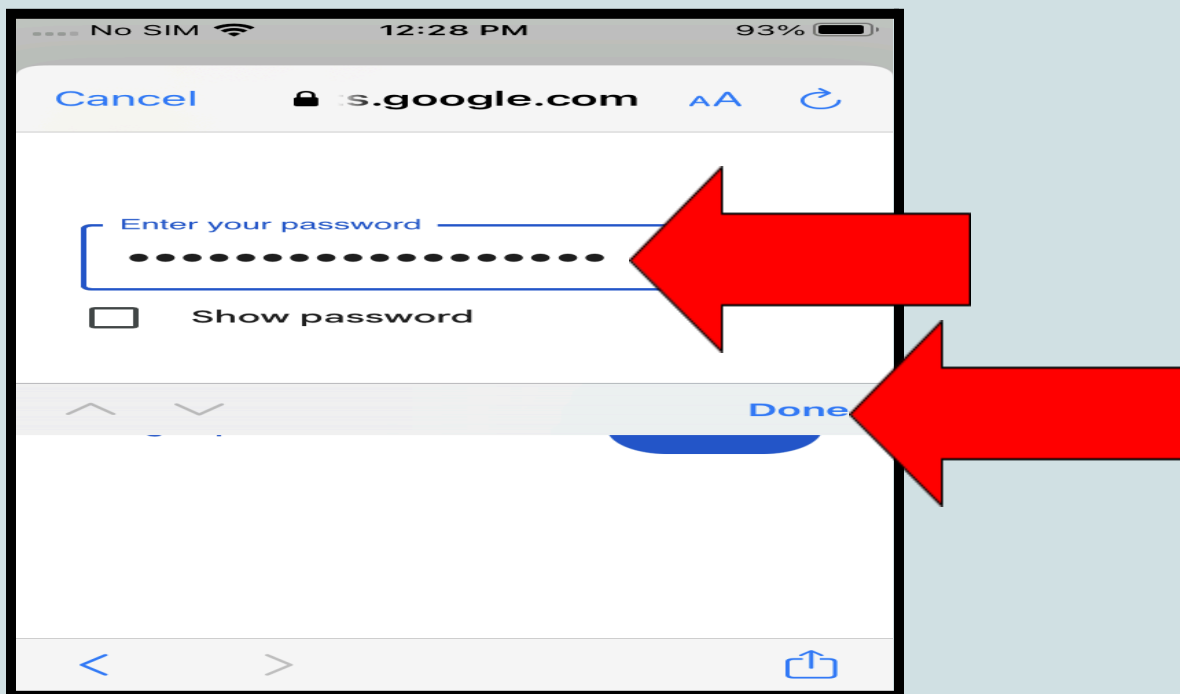

Enter your school email address and click Done

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

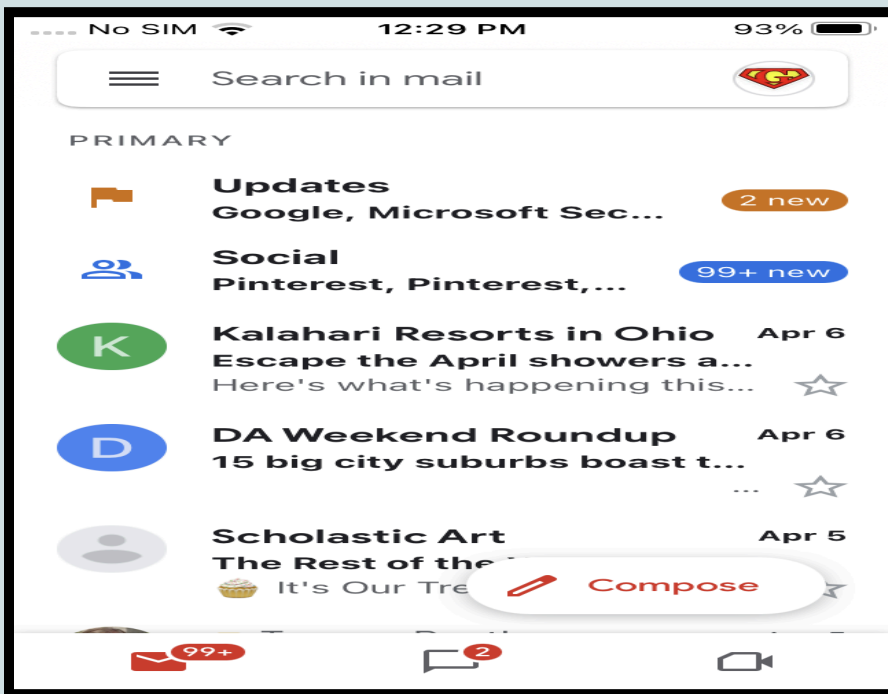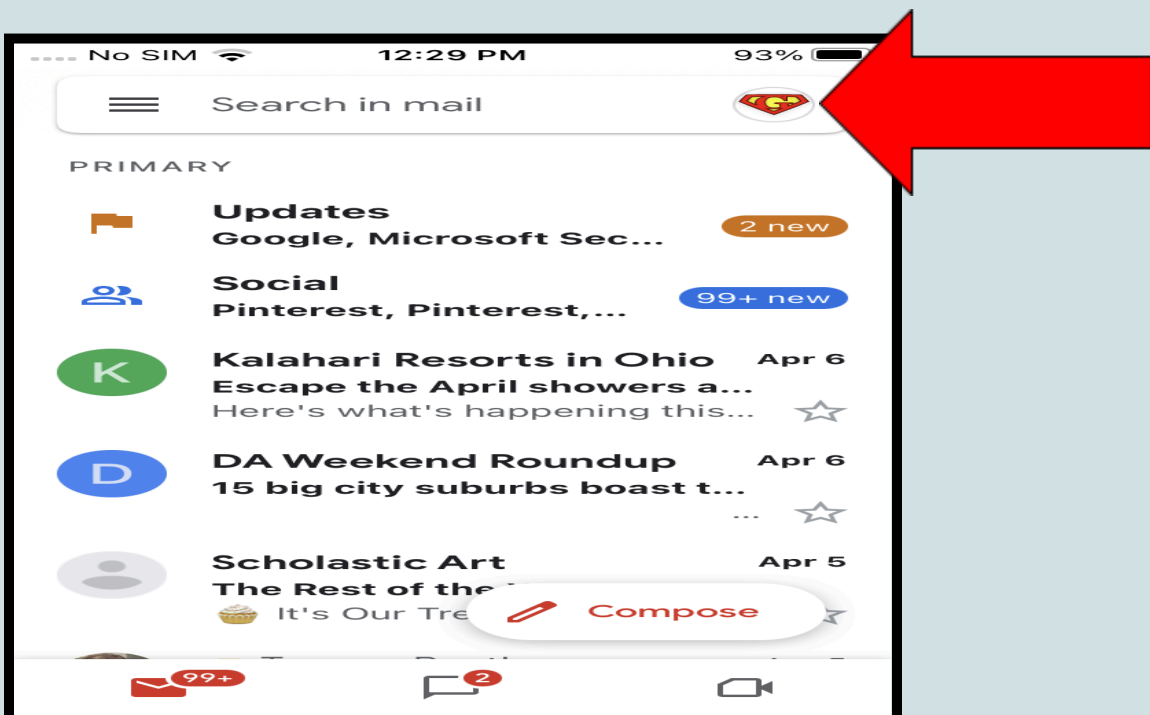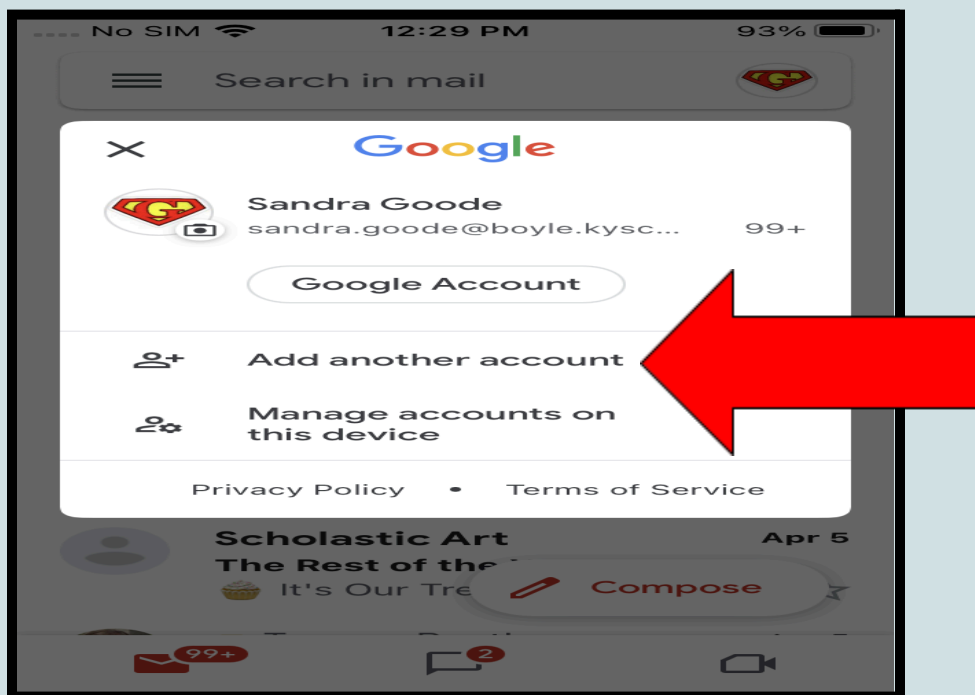
Adding Another Account

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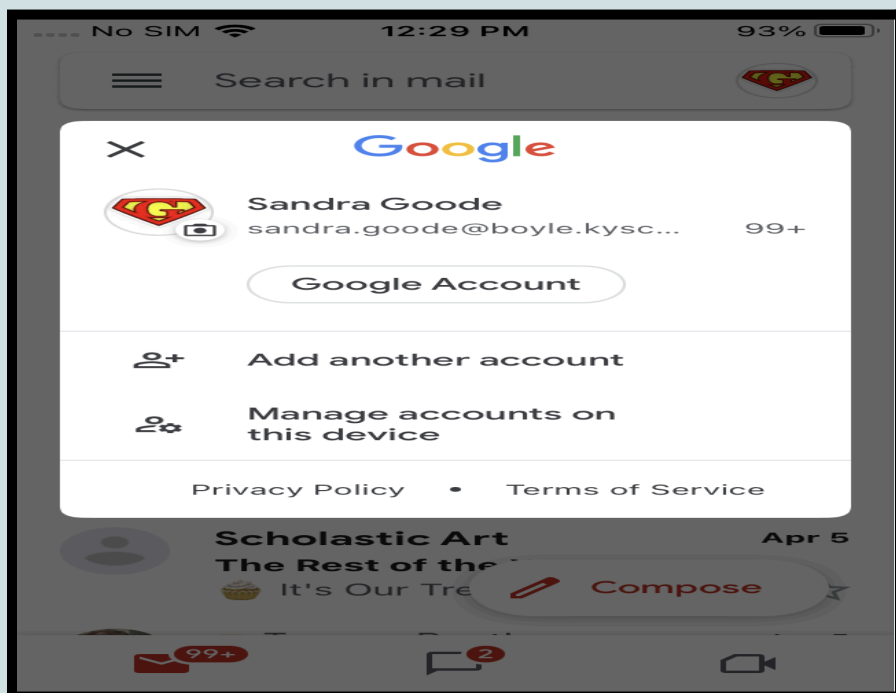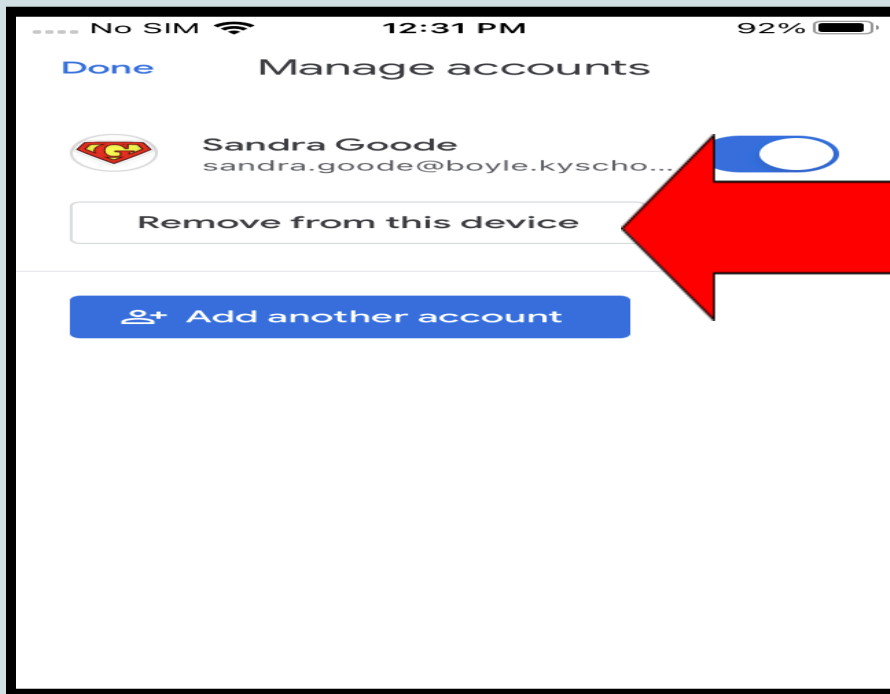
Click on Add Another Account

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