

iPhone and Android Mobile Instructions

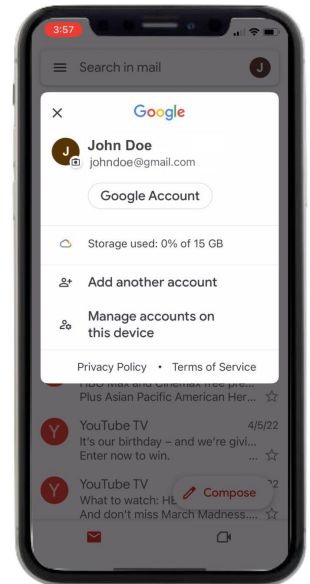
iPhone Instructions

I am a current user of Google Workspace applications on my IOS device, such as the Gmail app for my personal Gmail Account

1. Tap the Gmail app on your iPhone, and then tap the user photo in the upper right corner of the app.
2. From there, tap Add another account.
3. Enter your @Unicity.com work email credentials. Follow the instructions to complete logging in.

Once your work account has been added, you can toggle between both accounts by tapping on the user photo in the upper right corner of the app

When managing two accounts at a time, the Gmail app keeps both accounts **completely separate**. However, you will conveniently have a small circle representing your other account -- along with the current unread mail indicator-- that you can tap at any time to view your other account.



I am NOT a current user of Google Workspace applications on my IOS device

On your phone, go to the App Store and search for “Google.” We recommend downloading Gmail and Google Calendar.



Note: You may want to preserve data by downloading these apps when you have Wifi access.

Once the apps have downloaded, launch the Gmail app and follow the instructions to complete logging in with your @Unicity.com work credentials. After the Gmail app has been set up, continue logging in to the other Google apps you installed to connect them to your work account as well.

Android Instructions

To use the native Google Workspace mail, contacts, and calendar apps on your Android, you need to add and then sign in to your new Google Workspace account. You only have to do this once:

1. Navigate to your Settings Gear.
2. From there, select Accounts > Add account (bottom of screen), then choose Google to add your Google Workspace account.
3. Next you'll be prompted to log in with your @Unicity.com credentials.

Now that you've completed your log in, find and open your Gmail app. (Note: to download additional google apps, check out your app store)

From here, you can easily switch between your Google accounts using the ☰ in the upper left corner, giving you the ability to:

- Access your inbox
- Access labels and other mail
- Switch between Google Account
- Send and reply to mail

