

Using iPhone's built-in Apps to access Duxbury Google

Account — Directions —

1. On your iPhone, tap the Settings app.
2. Swipe down in Settings to "Mail, Contacts, Calendars..."
3. Tap "Add Account"
4. From the choices in this list, tap "Google."
5. Put in your school email address, followed by the password you use to access your Google account. For the "Description" field, change it to "Duxbury Google" or something along those lines.
6. Press the blue "Next" button.
7. At the next screen, choose whether you want to enable integration between your Duxbury Google account and the iOS Mail app, the iOS Contacts app, the iOS Calendars app, and the iOS Notes app. When the buttons are to the right and they show green, these apps will be enabled.
8. You are done, and your phone will now start fetching the data.
9. If you tap back to the Mail, Contacts, and Calendars app, you will be able to adjust the "Fetch New Data" setting. The default setting is "Push." This means new mail, calendar events, and contacts will be pushed to your phone from Google when possible. Depending on your phone usage, and how you work, you may wish to turn this off so you can wring additional battery life from your phone. In this case, you will be fetching this information, and you can adjust the frequency schedule of how often your phone will fetch for new data. The default for fetch is "manually."

IMPORTANT NOTE:

Some of you may wish to commingle personal and Duxbury mail accounts on your phone. This is only recommended for technically savvy users. If you wish to check your Duxbury Gmail through the Gmail app instead, you can turn off the

mail portion in Mail, Contacts, and Calendars in settings, so you are still able to use contacts and calendars.