



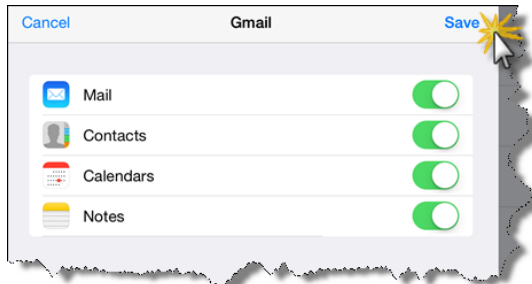
Google Setup for iDevices

For HCPS Professional iOS Devices and Personal iDevices

iPad apps handle files within the software which created them. For this reason, it is necessary to use email to share files. For example, a Pages document must be sent using Pages. For this reason, a professional HCPS Google account should be used for document and file sharing on HCPS professional iOS devices. It is NOT recommended to put a Google Account on a shared iOS device.

WHY NOT USE A PERSONAL EMAIL ON A PROFESSIONAL iDEVICE? Many apps on your iPad use an email to send information. Federal regulations and state law require that business email be archived. In order to facilitate this, Google will be used.

1. Tap the **Settings** app on your iPad/iPhone.
2. Tap on **Account & Passwords**.
3. Tap **Add Account** button.
4. Tap **Google**.
5. Enter your **HCPS Google email address**.
6. Tap **Next**.
7. Enter your **HCPS Google email password**.
8. Tap **Next**.
9. **Select the Gmail components** to activate them on the device.



10. Tap **Save**.
11. After adding the Google account, Go to Settings and choose Mail. Scroll to the Default Account section. If you are setting up a professional iPad, make your HCPS email the **default account**. DO NOT make this the default account on a personal device, instead choose your personal email address.
12. If there is **more than one mail account**, under the list of accounts are more options. Scroll down, and look underneath the Signature field under Mail options. Tap **Default Account**.