

You can use a personal device to set up your WRSD Google account on an Android device so that you can access your work account on the go.

We developed these instructions using a Pixel device running Android 8.0 Oreo or later. If you have a different device, the setup might vary.

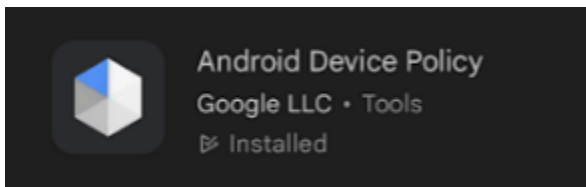
Before proceeding, ensure no WRSD profile is already on your device. Your WRSD data is automatically backed up and will be restored when the process is completed. You can find your WRSD account within the **Passwords & Accounts** section of your settings, under the **Work** tab. At the bottom, select the **Remove work profile** (confirm delete) to remove your work profile.

Check for the Android Device Policy app

This does not give WRSD access to your phone, photos, or personal details, it only allows us to control and secure certain components such as your WRSD email, and provides secure access to our WiFi network for staff.

1. Open the Play Store app and search for **Android Device Policy**.
2. Open the app and check if it's installed. Install it if it isn't.
3. Once installed, you can close the Play Store.

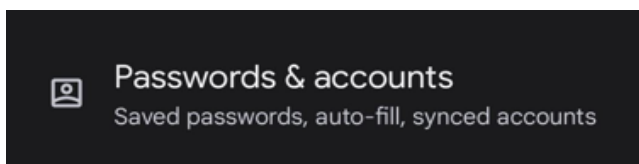
The app only needs to be installed on your device and can be closed once installed.



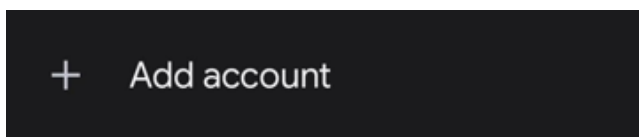
Add your WRSD Google account to your device

1. Open the **Settings** app

Open **Passwords & accounts** (name might vary) ([Samsung](#))



Select **Add account**



Select **Google**



2. When asked to enter an email, enter in your WRSD email.
3. Enter your WRSD password and follow the instructions provided - you may be prompted to enter your 2-step code.
4. If you're asked to install a device policy app, see the instructions below. If you don't see any prompts, you're done.

Accessing your Work Email

You should now be able to access your work email, but not from the traditional Gmail app on your device. Instead, you'll access your work email by using the Work Gmail app. Work apps are marked with a briefcase icon so you can distinguish them from personal apps. To access your work apps:

1. Swipe up from the bottom of your screen to the top to open your app drawer.
2. Tap the "Work" tab located at either the top or bottom of your screen (see image below).
3. Tap the Gmail app to open your Work Gmail.
 - a. **If the app isn't under the Work tab, open the Play Store under the Work tab and search/download the app.**

