

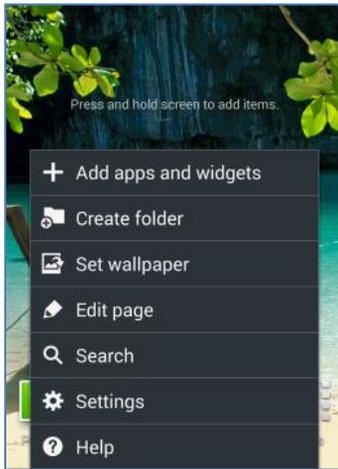
# ADDING NEW “GMAIL” TO YOUR SMARTPHONE

Please keep in mind that even though there are pictures, these instructions are general instructions to help guide you to the correct area for the settings in your phone.

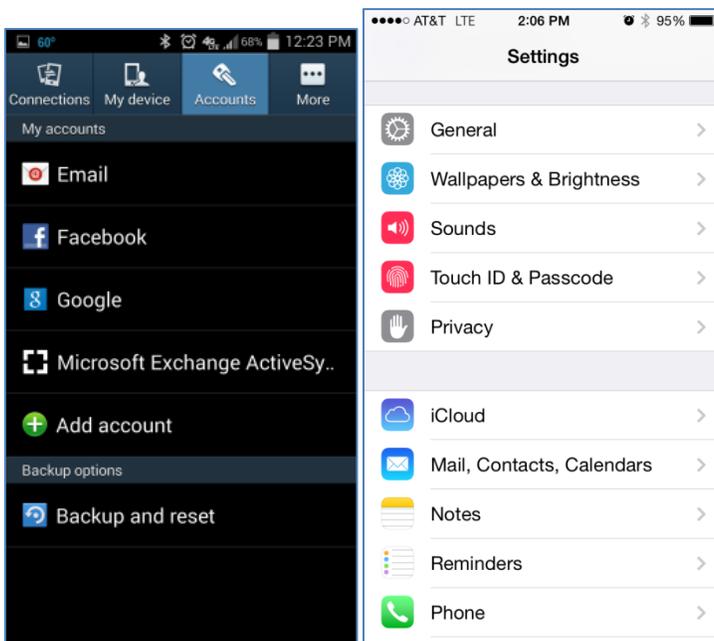
## ANDROID PHONE

## iPHONE

1. From your main screen, choose **Settings**.



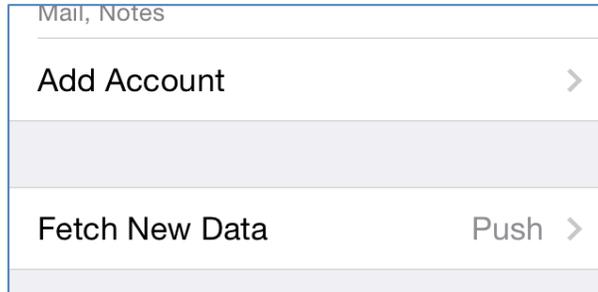
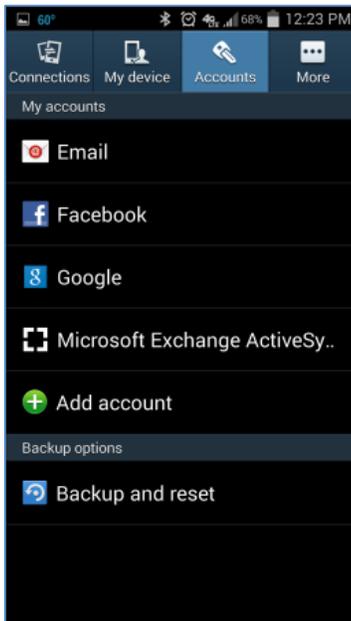
2. Choose **Email Settings, Accounts, or Mail Contacts and Calendars**.
3. **Note:** Depending on your device the verbiage could be slightly different.



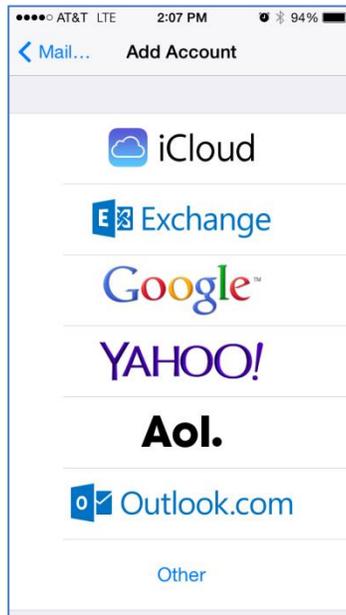
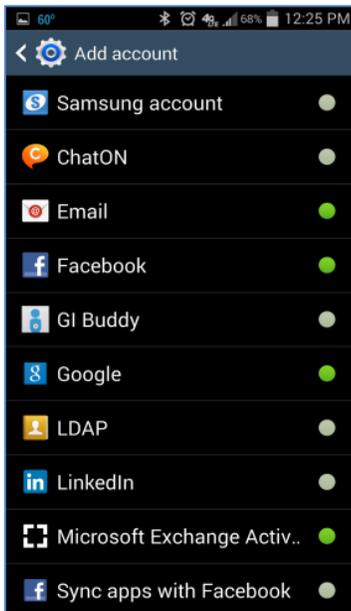
## ANDROID PHONE

## iPHONE

4. Choose **Add an account** (maybe a +sign or simply say add)

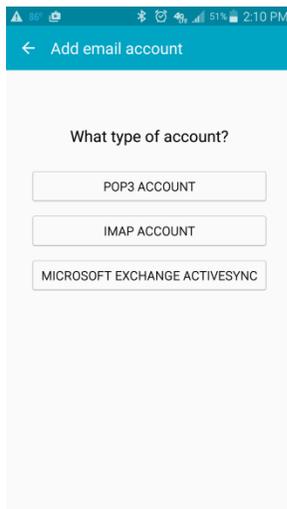


5. Choose the type of account you want: Email for Android or Google for iPhone.



## ANDROID PHONE - Directions

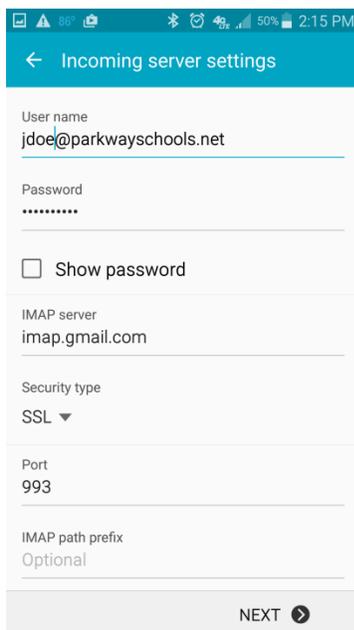
### 6. Choose **IMAP** type account



### 7. Edit the **Incoming server** settings

- Email address: **user@parkwayschools.net** (example for Jane Doe; [jdoe@parkwayschools.net](mailto:jdoe@parkwayschools.net))
- User name: **user@parkwayschools.net** (example for Jane Doe; [jdoe@parkwayschools.net](mailto:jdoe@parkwayschools.net))
- Password: Enter your **Gmail** password
- IMAP server: **imap.gmail.com**
- Security Type: Choose **SSL**

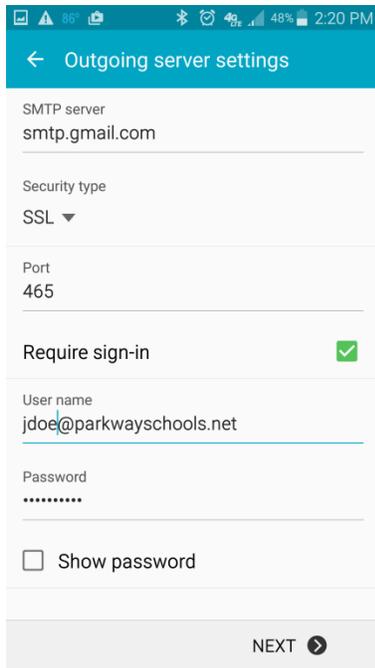
### 8. Click **Next** or **Done**.



### 9. Edit the **Outgoing server** settings.

- SMTP server: **smtp.gmail.com**
- Security type: **SSL**

## 10. Click Next or Done



## 11. Click Next, Done or Save

**Note:** It may also ask you to Name the Account, you can keep this your email address or change it to Parkway or GroupWise etc. This is only for you to differentiate the account.

## 12. Click Next, Done or Save.

## iPHONE - Directions

1. Enter your email account - [jdoe@parkwayschools.net](mailto:jdoe@parkwayschools.net) and click Next
2. Enter your password and click Next

