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)

© 60°		
My accounts		
🞯 Email		
f Facebook		
8 Google		
Microsoft Exchange ActiveSy	Mail, Notes	
🕀 Add account	Add Account	>
Backup options		
🖸 Backup and reset		
	Fetch New Data	Push >

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



ANDROID PHONE - Directions

6. Choose **IMAP** type account

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÷	Add email account
	What type of account?
	FOFSACCOUNT
	IMAP ACCOUNT
	MICROSOFT EXCHANGE ACTIVESYNC

- 7. Edit the Incoming server settings
 - a. Email address: user@parkwayschools.net (example for Jane Doe; idoe@parkwayschools.net)
 - b. User name: user@parkwayschools.net (example for Jane Doe; jdoe@parkwayschools.net)
 - c. Password: Enter your Gmail password
 - d. IMAP server: imap.gmail.com
 - e. Security Type: Choose SSL

8. Click Next or Done.

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← Incoming server settings
User name jdoe@parkwayschools.net
Password
Show password
IMAP server imap.gmail.com
Security type SSL ▼
Port 993
IMAP path prefix Optional
NEXT 🔊

- 9. Edit the **Outgoing server** settings.
 - a. SMTP server: smtp.gmail.com
 - **b.** Security type: **SSL**

10. Click Next or Done

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← Outgoing server settings
SMTP server smtp.gmail.com
Security type
Port 465
Require sign-in
User name jdoe@parkwayschools.net
Password
Show password
NEXT 🔊

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 idoe@parkwayschools.net and click Next
- 2. Enter your password and click Next



