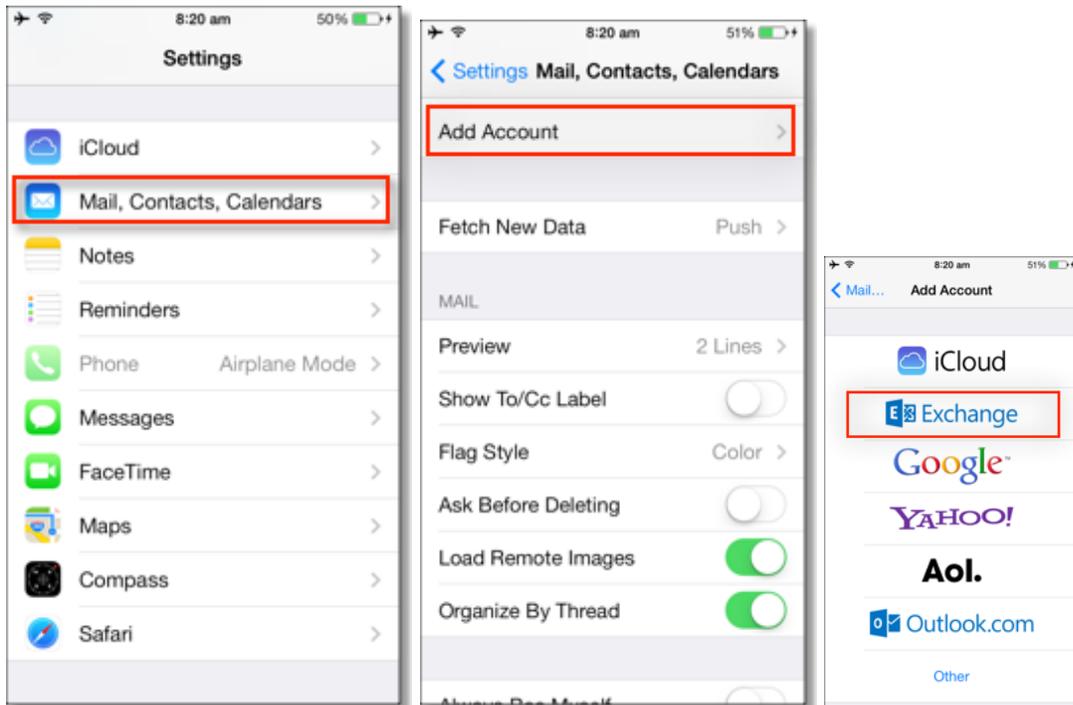# Gmail onto iPads

Follow the steps below to setup Google Sync on your iPhone, iPad, or iPod Touch.
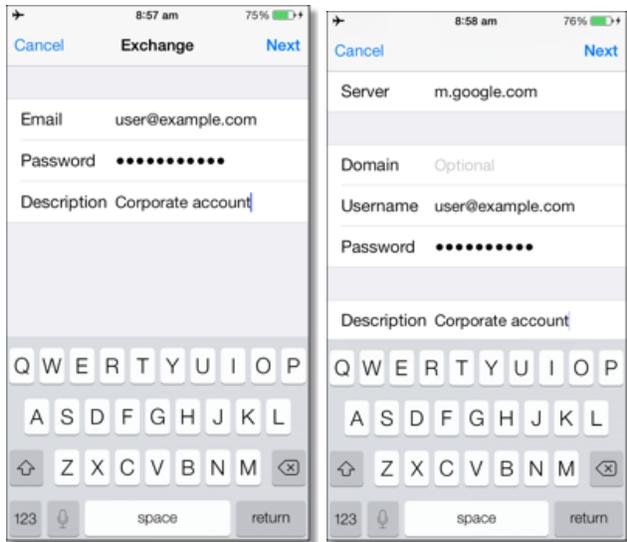
Getting Started

1. Open the **Settings** application on your device's home screen.
2. Open **Mail, Contacts, Calendars.**
3. Press **Add Account...**.
4. Select **Microsoft Exchange**

Enter Account Info

5. In the **Email** field, enter your full Google Account email address. Use your sedubois account: Example is tami.hochgesang@sedubois.k12.in.us, you may see an "Unable to verify certificate" warning when you proceed to the next step.

6. Leave the **Domain** field blank.
7. Enter your full Google Account email address as the **Username**.
8. Enter your Google Account password as the **Password**.
9. Tap **Next** at the top of your screen.
9a. Choose **Cancel** if the **Unable to Verify Certificate** dialog appears.
10. When the new **Server** field appears, enter **m.google.com**.
    - To access m.google.com, set the language to English (US).
11. Press **Next** at the top of your screen again.

Set up "Send Mail As" feature

Enable "Send Mail As" feature

Gmail and Google Apps users can send mail from a custom "From" address using the web browser on their iOS device or computer.
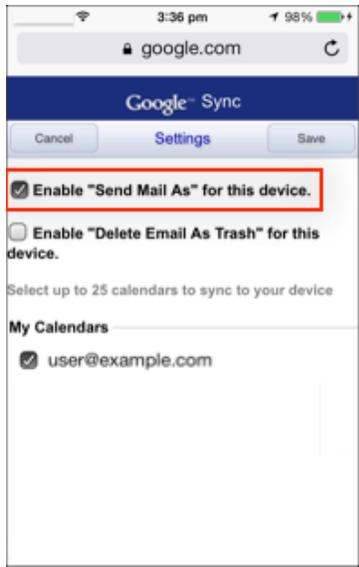
1. Sign in to Gmail using your web browser.
2. Click the ⚙ gear in the top right.
3. Select **Settings**.
4. Select the Accounts tab.
5. Under Send mail as, click **Add another email address you own**.
6. In the **Email address** field, enter your name and alternate email address. If you want this address to be your default one, deselect Treat as an alias.
7. Use Gmail's servers to send your mail.
8. Click **Next Step >>** and then click **Send Verification**. Gmail will send a verification message to your other email address to confirm that you own it.
9. Open your other account and either click the link in the message Gmail sent or enter the confirmation code in the Accounts section of your Gmail settings.
10. Go back into your Gmail settings and set this account as your default one.

After you've made these changes, your iOS mail app may still show you're sending mail from your primary account and not this new address. However, when your recipient receives the email, your address should appear as the new address you've set up in "send mail as". Send a test email from your device to make sure your email appears how you want it to.

For additional info and alternate directions for Google Apps customers, see Sending mail from a different address.

Additionally, Gmail and Google Apps users can send mail from their iOS mail app using a custom "From" address. To enable this feature, do the following:

1. On your iOS device, go to http://m.google.com/sync/settings.
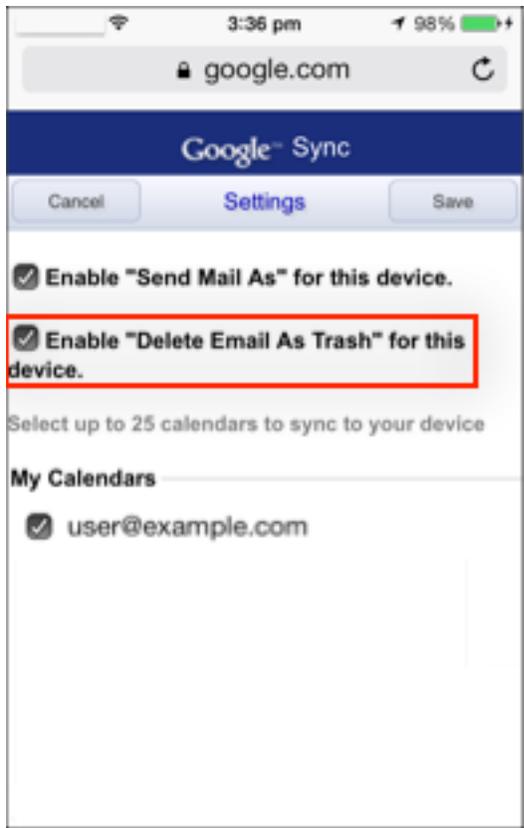2. Select your device and check **Enable "Send Mail As" for this device**

If you accidentally delete a message that you didn't mean to delete, you can find it by signing in to your Gmail or Google Apps account in a web browser and going to the Trash. By default, the Trash is emptied from Gmail every 30 days.

Delete Email

Enable "Delete Email As Trash" for this device
With Google Sync for iOS, the default setting when you Delete email in your iOS Mail app is that Gmail will archive the message and not delete it. When you **Enable "Delete Email As Trash" for this device**, pressing **Delete** in your iOS Mail app will delete that email from your device and send it to your Gmail Trash.
To enable this setting, go to http://m.google.com/sync/settings in your mobile browser. Note that this page is only available to users who've selected English (U.S.) as their language.

If you accidentally delete a message that you didn't mean to delete, you can find it by signing in to your Gmail or Google Apps account in a web browser and going to the Trash. By default, the Trash is emptied from Gmail every 30 days.

Enable Mail, Calendar, and <u>Contacts</u>

12. Select the Google services (Mail, Calendar, and Contacts) you want to sync. To receive and respond to meeting requests on your device, both **Mail** and **Calendar** need to be turned on, and **New events** needs to be enabled in your Google Calendar settings.
To enable 'New events', sign in to your Google Calendar using the web browser on your phone or computer. Go to **Calendar Settings > Calendars >** Click on the **Notifications** for the calendar you want to sync. Under **Email** check 'New events' (and any of the other Invitation settings you want enabled e.g. changed events, cancelled events, event responses), and click **Save**.
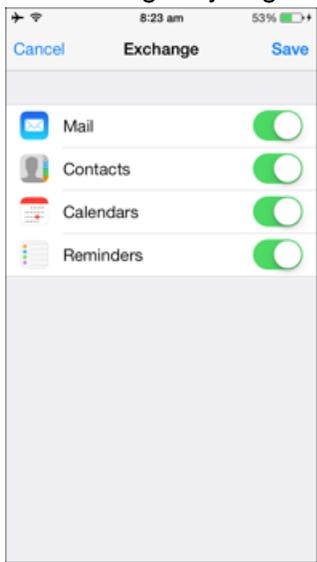
13. There are three options for keeping your contacts synced. You can keep your device's contacts and sync just your **My Contacts** group, you can sync only Google Contacts and wipe your device's contacts, or you can merge your contacts via iTunes and sync only the contacts that stream with your phone.

13a. If you would like to keep your existing contacts on your device select the **Keep on my iPhone** (or iPad or iPod touch) option when prompted. This will also allow you to keep syncing

with your computer via iTunes. If you choose to keep existing contacts, you will sync the contents of the **My Contacts** group.

13b. If you have all your contacts in Google and you want to start syncing them to your device and don't want to keep the contacts on your phone, tap **Delete Existing Contacts**. If there are no contacts on your phone, the contents of your **All Contacts** group will be synced.
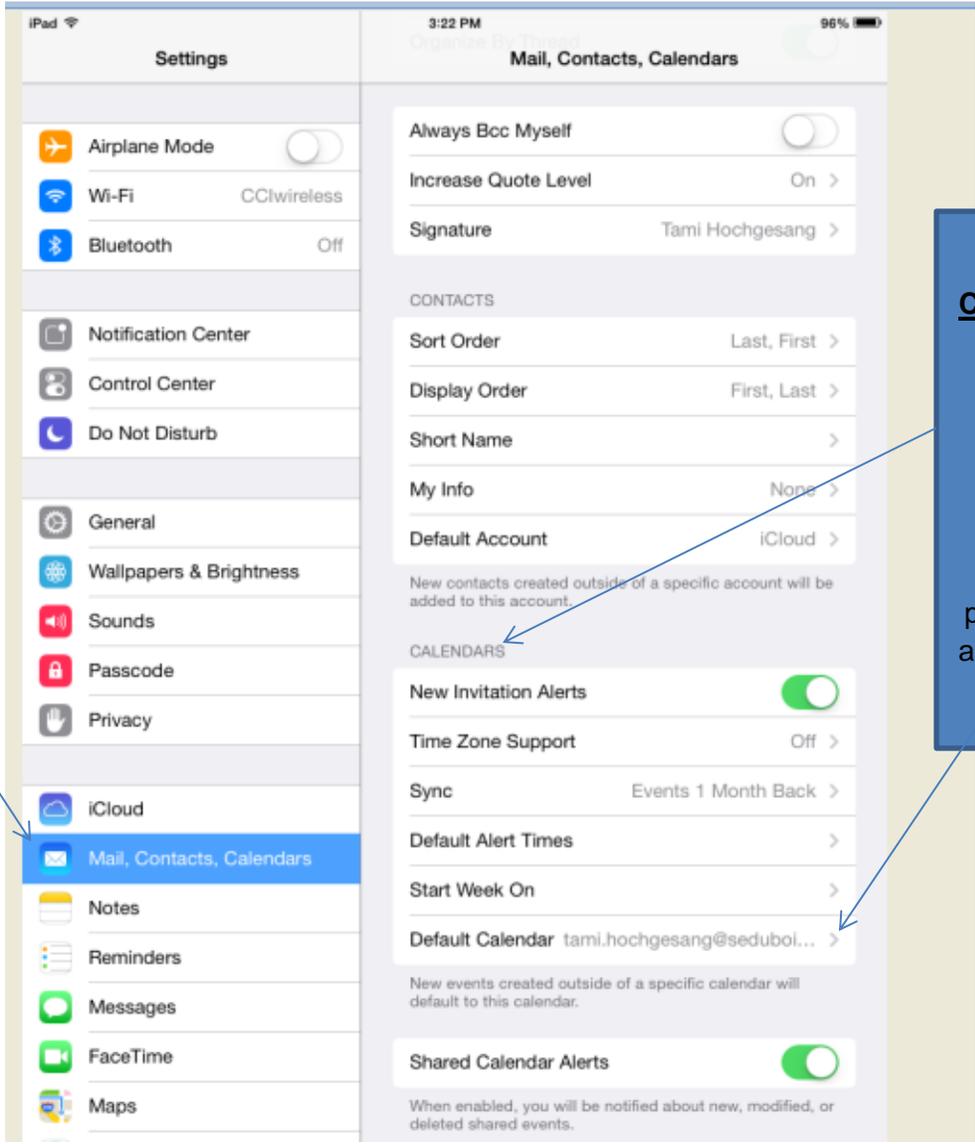
13c. If you have all your contacts on your device and want to import them into Google, you can synchronize your Google Contacts with iTunes. All Contacts and Calendars that you sync with iTunes will be put into the On My iPhone Contacts and Calendar groups on your phone. iOS currently doesn't allow you to move Contacts or Calendar events from the On My iPhone groups to the Google Sync groups.
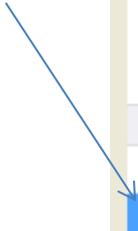

You've set up Google Sync! Synchronization will begin automatically if you have Push enabled on your device. You can also open the Mail, Calendar, or Contacts app and wait a few seconds to start a sync. Note that if you've recently signed up for Google Apps for Business, Education, or Government, it can take a few hours (up to 24) before you're able to sync with your mobile device.
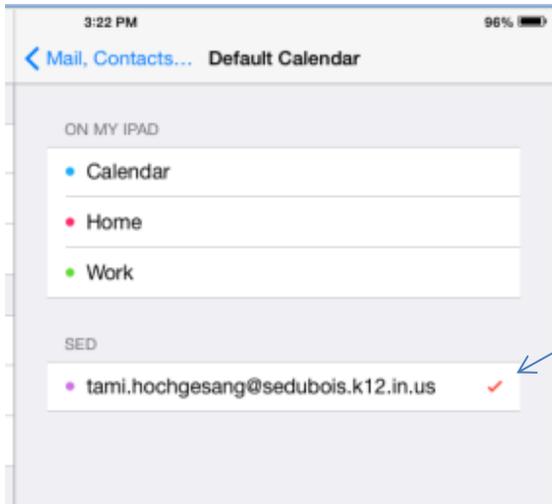
Make sure Calendar is set to Sedubois account so appointments created from your device will sync to Google.

Settings icon
Mail, Contacts, Calendars

Calendar section:

Default should show your @sedubois account.

If not click > and put check on SED account – see next screen shot

3:22 PM   96% ▮

< Mail, Contacts...   Default Calendar

ON MY IPAD

• Calendar

• Home

• Work

SED

• tami.hochgesang@sedubois.k12.in.us   ✓

Put check on SED account if @sedubois was not already the default for calendar