

How To Add Email Account (BOE Members)

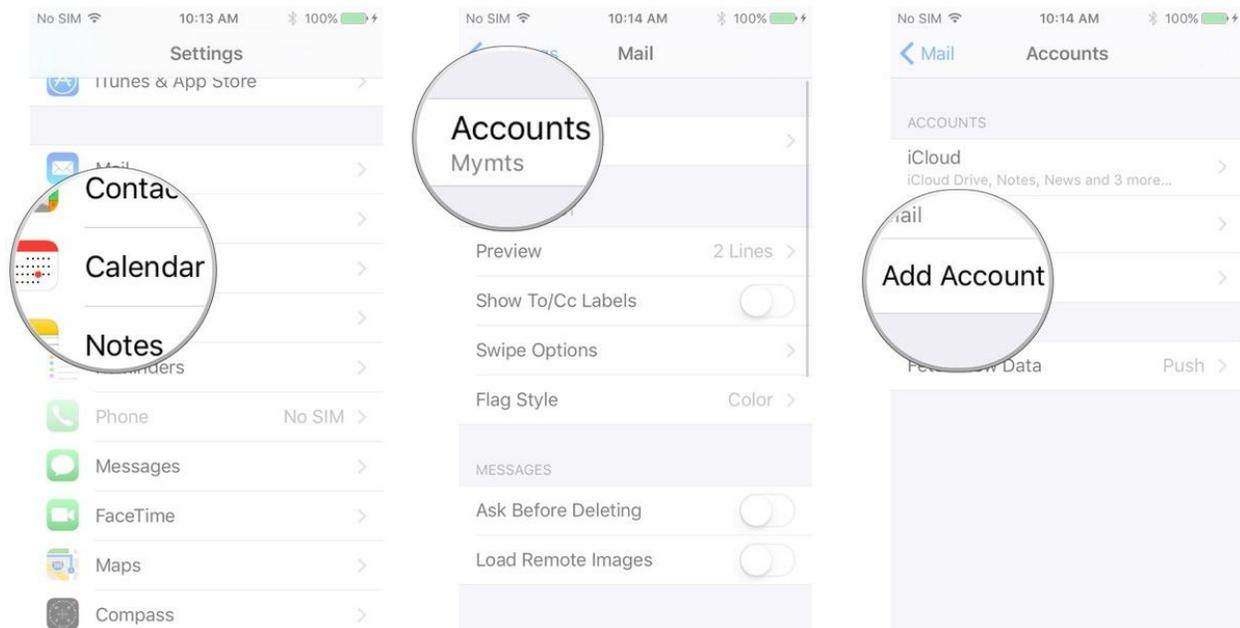
iPhone

If you want to add your Google account to your iPhone or iPad's system apps, you'll want to go to Settings > Mail or Calendar or Contacts.

Under the hood, Apple is using the open standard IMAP, CalDAV, and CardDAV services to handle syncing Google services; unfortunately, Gmail retro-fitted support for IMAP, and it can be quirky at times—especially if you like Gmail's labeling system.

If you want to use the built-in iOS Mail app and its unified inbox, however, and you don't have a paid account, it's your only option.

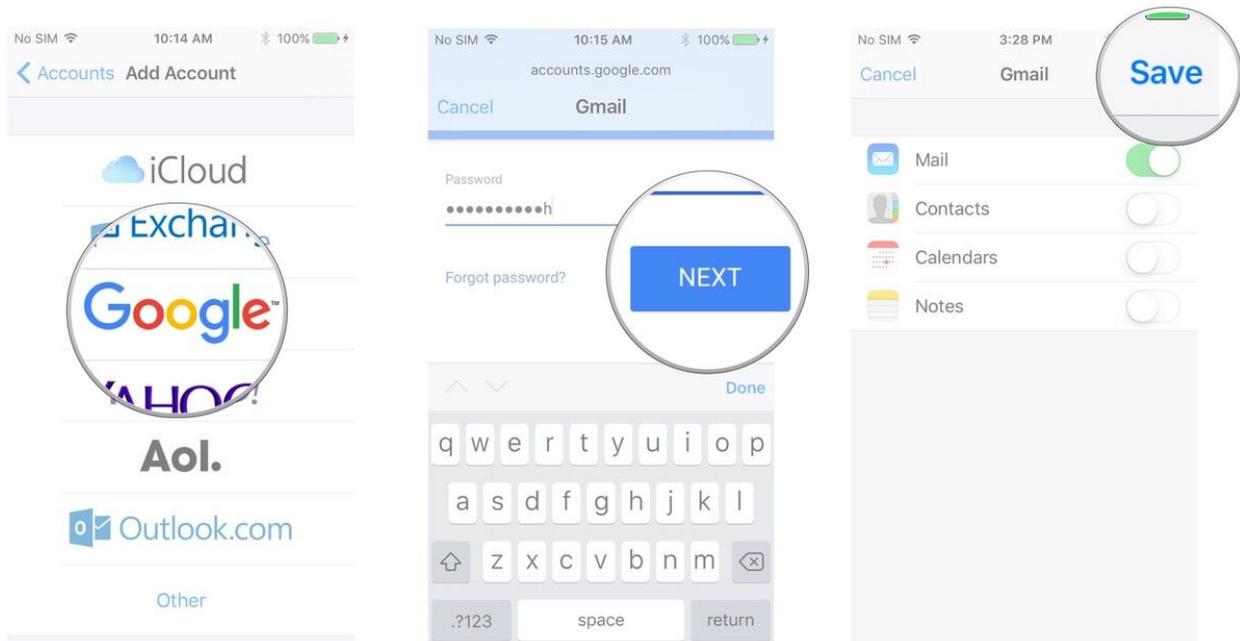
1. Launch the Settings app from your Home screen.
2. Tap on Mail, Contacts, or Calendar.
3. Tap Accounts.
4. Tap on Add Account.



5. Tap on Google.
6. Enter your login information for your Google account and tap Next after each step.
7. Tap the switch next to each Google service you'd like to sync. If you have existing local mail, calendars, contacts, or notes, you'll have to either tap Keep on My Phone or Delete each time you enable a service.

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8. Tap Save in the top right corner of your screen.



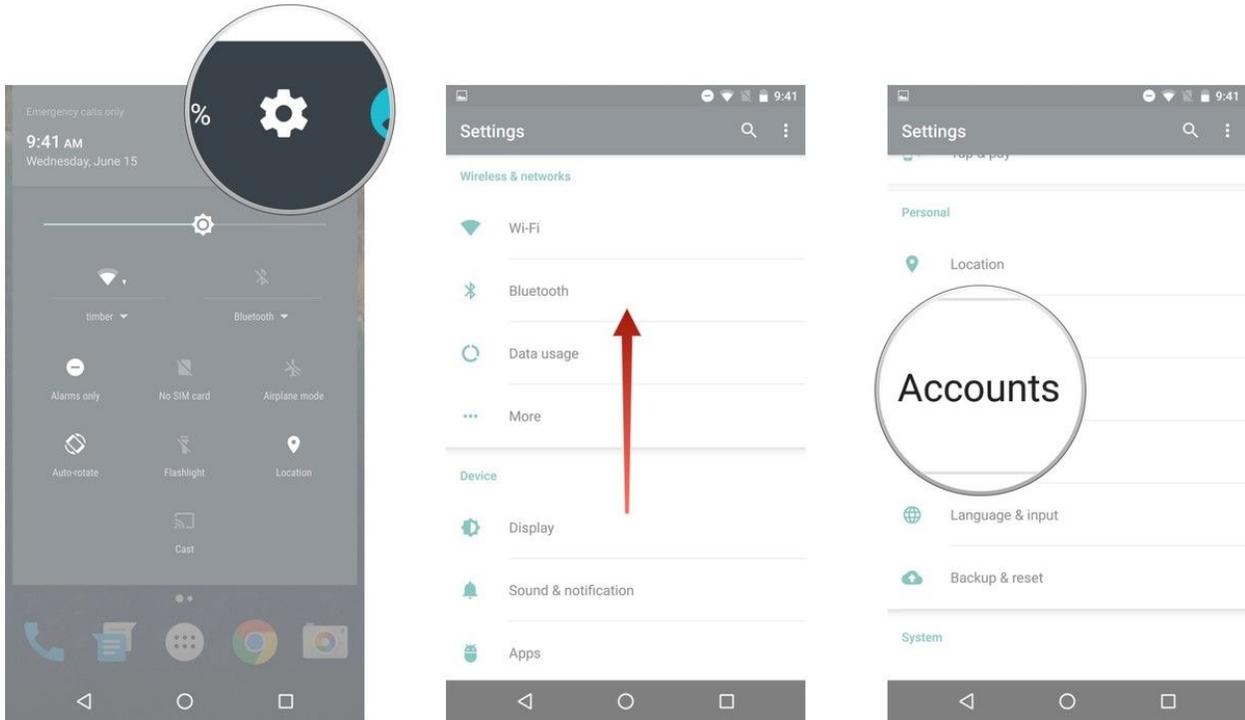
After you save your account, you can access your settings at any time by tapping the Gmail entry under the Accounts header. If you'd like to change the description from "Gmail" to something more apt, tap the Account button, then tap the Description field.

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Android Device

(settings may vary depending on which Android device you have)

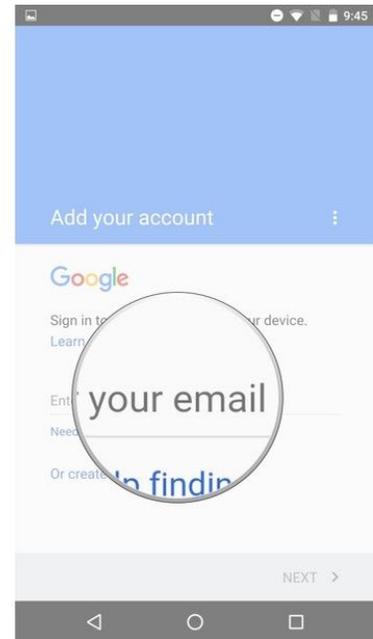
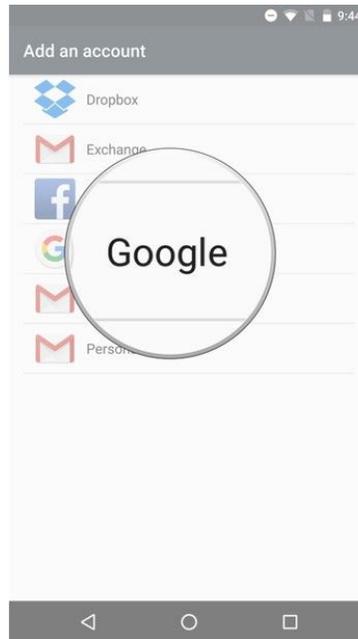
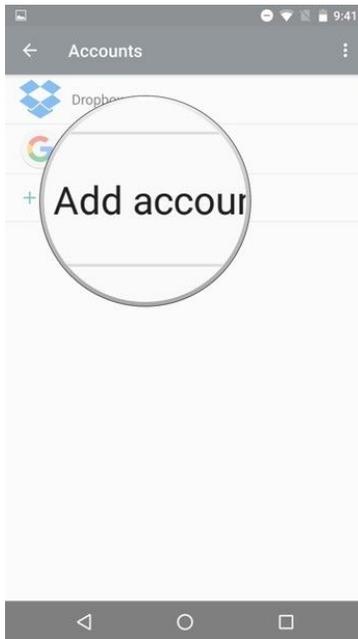
- 1.) Launch Settings from your Home screen, the app drawer, or the Notification Shade.
- 2.) Swipe up in the Settings menu to scroll down.
- 3.) Tap Accounts
- 4.) Tap the Settings button. Swipe up in the Settings menu. Tap Accounts.



- 5.) Tap Add Account.
- 6.) Tap Google.
- 7.) Type in your email address in the provided field. You can also create a new account to be added.

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8.) Tap Add Account. Tap Google. Type in your email address.

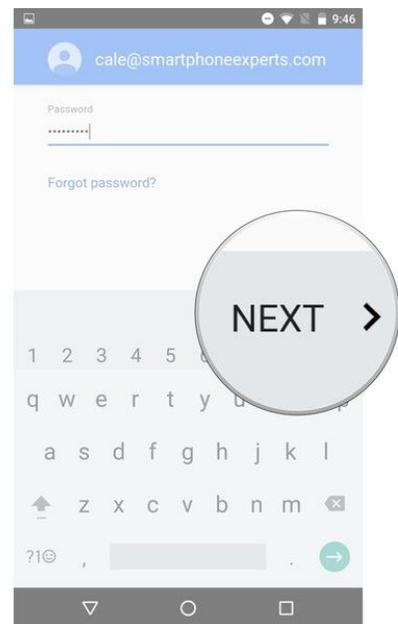
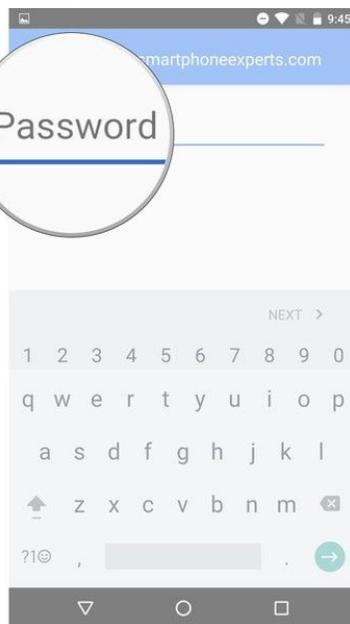
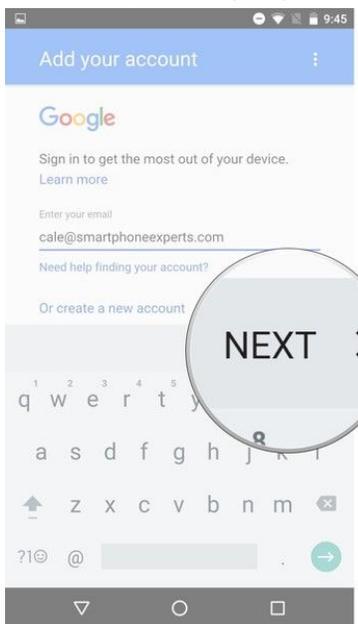


9.) Tap Next.

10.) Type your password.

11.) Tap Next.

12.) Tap Next. Type your password. Tap Next.



13.) Enter the 2-Step Verification code if you have it enabled and tap Next.

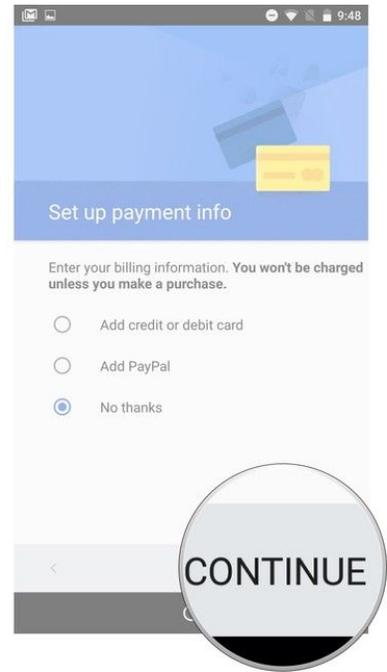
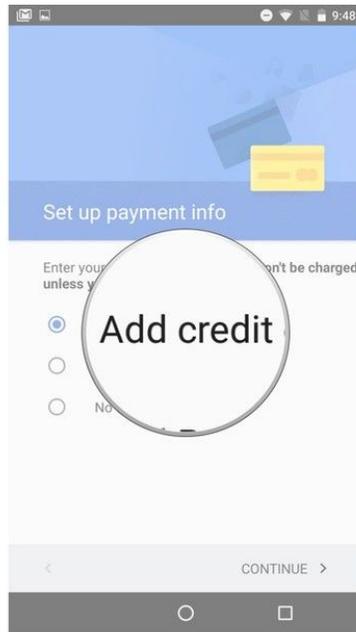
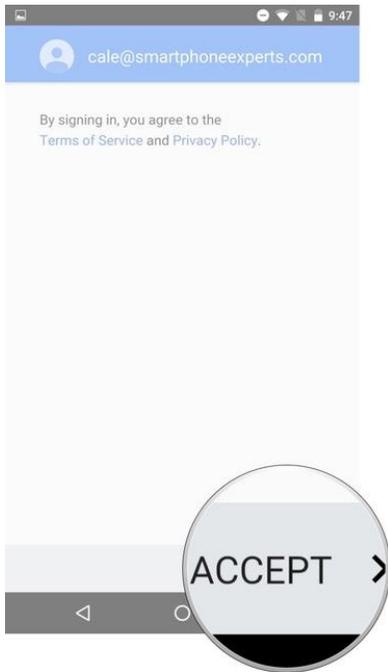
14.) Tap Accept to agree to Terms of Service and Privacy Policy.

15.) Tap a billing information option.

16.) Tap Continue.

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17.) Tap Accept. Tap a billing information option. Tap Continue.



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Apple Computer

Setting Up Gmail in OS X El Capitan, OS X Yosemite, or OS X Mavericks

The processes of setting up a Google account in OS X El Capitan and OS X Yosemite are extremely similar, so similar that we combined them; just be sure to follow the correct call-out in the instructions.

launch System Preferences, by clicking its icon in the Dock, or by selecting System Preferences from the Apple menu.

Select the Internet Accounts preference pane.

In the Internet Accounts pane, you'll find a list of email and social media account types that OS X knows how to work with. Select the Google icon in the right-hand pane.

A sheet will open for you to enter your Google account information.

In OS X El Capitan:

Enter your Google account name (email address), and then click the Next button.

Enter your Google account password, and then click the Next button.

In OS X Yosemite and OS X Mavericks:

Enter your Google account name (email address) and password, and then click Set Up.

The drop-down sheet will change to display a list of apps on your Mac that can make use of your Google account. Place a checkmark next to Mail (as well as any other app you wish to allow to use your Google account information), and then click Done.

Your Google email account will automatically be set up in Mail.