Simmons GMAIL Mobile Setup

iPhone, iPad, or iPod Touch:

To configure the Mail app on an Apple device for access to Google Apps email, just follow these steps:

1. Make sure you've enabled IMAP in your main Mail settings
2. Sign in to Gmail.
3. Click the gear icon in the upper right, then select Settings
4. Click Forwarding and POP/IMAP
5. Select Enable IMAP
6. Open the Settings app on your device
7. Tap Mail, Contacts, Calendars
8. Tap Add Account...
9. Tap Gmail
10. Enter your account information being sure to use your full Google Apps email address
11. Tap Next
12. Tap Save

Android:

To use the native Google Apps mail, contacts, and calendar apps on your Android, you need to sign in to your Google Apps account. You only have to do this once:

1. Open the Accounts & sync Settings screen on your device.
   Note: You can do this in Contacts by pressing Menu and pressing Accounts, or directly in the Settings application. The Accounts & sync settings screen displays your current sync settings and a list of your current accounts.)
2. Touch Add account.
3. Touch Google to add your Google Apps account.
4. Touch Sign in when prompted for your Google Account.
5. Enter your full Google Apps email address as your username, and then enter your password.
   Note: If you've enabled 2-step verification you need to enter an application-specific password, instead of your password, the first time you sign in to your Android.
6. Select which services you'd like to sync.
7. That's it! You can now use Google Apps from your Android. Just launch Gmail, Google Calendar, or whichever app you want to use, from your device's home or applications screen.