

# Google™ Apps Mobile Device Setup Guide

From the titles listed below, find your mobile device type and follow the listed instructions to set up mobile access to your Weber email, calendar, and contacts. If you have any questions, contact your Campus Technology Coordinator or the IT Service Desk at 801-626-7777.

You must know your Weber password. You may manage your password by navigating to:

<http://password.weber.edu>

**NOTE:** As an alternative solution, most devices may download and install the official Gmail and Google Calendar apps from the device's App Store.

## Android Phone

In Android, you may use the native **Gmail**, **Calendar**, and **Contacts** apps that come pre-installed on your device. In order to use these apps, you must **add your Weber Google account to Android**.

**NOTE:** Although Android distributions are similar, your device may require you to complete additional steps or may use slightly different terminology. If you have questions, contact the IT Service Desk at 801-626-7777.

### To add your Weber Google account to Android:

1. Open **Settings**
2. Tap **Accounts & Sync**
3. Tap **Add Account**
4. Tap **Google**
5. Tap **Sign In** or **Existing** when prompted for your Google Account
6. Enter the following account information:
  - a. *Username:* **Your full email address** (e.g. user@weber.edu)
  - b. *Password:* **Your password**
7. Tap **Sign In**
8. To synchronize email, check **Sync Gmail**
9. To synchronize contacts, check **Sync Contacts**
10. To synchronize calendar, check **Sync Calendar**
11. Check any other Google services you would like to sync
12. Tap **Next** or **Finish** to save
13. You should now see your **@weber.edu** account listed in the Manage Accounts section
14. To view your email, open the **Gmail App**
15. To view your contacts, open the **Contacts App**
16. To view your calendar, open the **Calendar App**

**NOTE:** Many Android devices will fail to sync until the **Google Apps Device Policy App** is installed and accepted. If your device is failing to sync, please follow the below steps to install the Device Policy App.

1. Open the **Play Store App**
2. Search for **Google Policy**
3. Tap **Google Apps Device Policy**

4. Tap **Install**
  5. Tap **Accept & Download**
  6. Close the **Play Store App**
  7. Open the **Device Policy App**
  8. Tap **Next**
  9. Tap **Activate**
  10. Tap **Enforce**
  11. Close the **Device Policy App**
  12. Your device should now be syncing
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## **iPhone, iPad, iPod Touch**

In iOS, you may use the native **Mail**, **Calendar**, and **Contacts** apps that come pre-installed on your device. In order to use these apps, you must **add your Weber Google account to iOS**.

**NOTE:** Before following these steps, it is recommended that you perform a back up your current iOS contacts and calendars to iTunes or iCloud.

### **To add your Weber Google account to iOS:**

1. Open **Settings**
2. Tap **Mail, Contacts, Calendars**
3. Tap **Add Account...**
4. Tap **Google**
5. Enter the following account information:
  - a. *Email:* **Your full email address** (e.g. user@weber.edu)
6. Tap **Sign in**
7. Enter the following account information on CAS:
  - a. *Username:* **Your username**
  - b. *Password:* **Your password**
8. Tap **Accept**
9. To synchronize email, check **Mail**
10. To synchronize contacts, check **Contacts**
11. To synchronize calendar, check **Calendar**
12. Tap **Save**
13. You should now see your **Gmail** account listed in the Accounts section
14. To view your email, open the **Mail App**
15. To view your contacts, open the **Contacts App**
16. To view your calendar, open the **Calendar App**

**NOTE:** Email push notifications may drain your device's battery life. If your setup results in poor battery life, you may turn off real-time synchronization by following these steps:

1. Open the **Settings App**
2. Tap **Mail, Contacts, Calendars**
3. Tap **Fetch New Data**
4. Turn Push **Off**
5. Set Fetch to **Manually** (or a time increment of your choice)

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## Windows Phone

In Windows Phone, you may use the native **Mail**, **Calendar**, and **People** apps that come pre-installed on your device. In order to use these apps, you must **add your Weber Google account to Windows**.

**NOTE:** Before following these steps, it is recommended that you back up your Contacts and Calendars from your phone to your computer.

### To add your Weber Google account to Windows:

1. Open **Settings**
2. Tap **email + accounts**
3. Tap **add an account**
4. Tap **Google**
5. Enter the following account information:
  - a. *Username:* **Your full email address** (e.g. user@weber.edu)
  - b. *Password:* **Your password**
6. Tap **next**
7. Choose to sync either **Email only** or **Email, contacts, and calendar**
8. Tap **sign in**
9. You should see Google account syncing under the email + accounts
10. To view your email, open the **Google Mail app**
11. To view your calendar, open the **Calendar app**
12. To view your contacts, open the **People app**

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## Other

Most mobile devices can access WSU Gmail, Calendar, and a host of other Google Apps by going to <http://gmail.weber.edu> in a mobile web browser.

Alternatively, the following IMAP settings may be used to set up your WSU Gmail to most other email clients:

### IMAP settings for email clients:

- Incoming Mail
  - *Server:* **imap.gmail.com**
  - *Port:* **993**
  - *Require SSL:* **Yes**
- Outgoing Mail
  - *Server:* **smtp.gmail.com**
  - *Port:* **465** or **587**
  - *Require SSL/TLS:* **Yes**
  - *Require Authentication:* **Yes**
- *Account Name or Username:* **Your full email address** (not just your username)
- *Email address:* **Your full email address** (e.g. user@weber.edu)
- *Password:* **Your password**