

Installing Gmail and Calendar Apps on iPhone or iPad

To utilize your JPS email, calendar and contacts, you must ensure that the correct applications are installed on your JPS-issued iPhone or iPad. This document will instruct the user on the correct Google applications to install, and how to configure them. Note that iOS can vary between software releases and may not look quite the same as the examples below.

Google provides iOS apps for Gmail and Calendar. They are both free to download through the Apple App Store. The icons are shown below. **NOTE: The settings shown below are from iPhone XR running iOS version 12.4.**



NOTE: Google does not provide an application for Contacts. That function is integrated into the Gmail application and uses the native iOS Contacts (icon shown below) on your device.



It is possible to sync Google Calendar and Gmail with the native applications that comes with your iPhone or iPad, however, you will not be able to use certain features, such as:

- Email notifications for events
- Create new Google calendars
- Room Scheduler

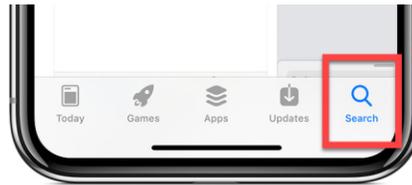
It is therefore suggested that you use the installed Google applications.

Installation of Gmail Application on iOS

1. To install the Gmail application, open up the Apple App Store on your device by tapping on the icon. The icon is shown below.

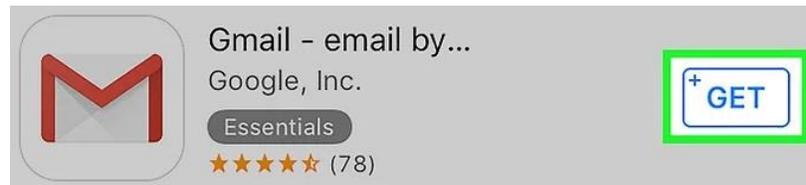


2. Once inside the App Store, tap on the **Search** icon at the bottom of the screen.

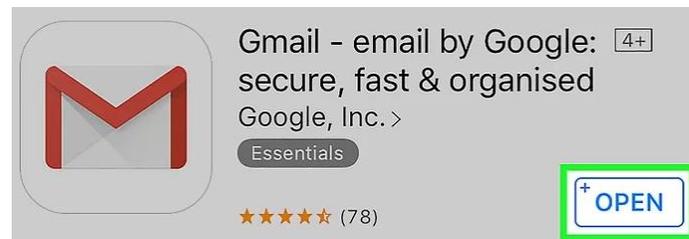


Search Icon

3. Enter the search term “Google mail” or “Gmail” at the top of the screen. In the search results, look for the below icon for Gmail and then tap on the “**Get**” button.

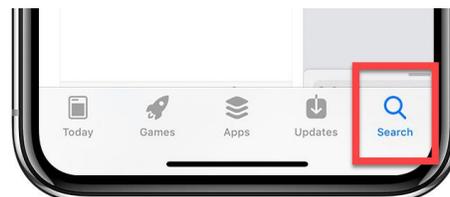


4. Once the “Get” button is tapped, the download of the program will begin. After the program finishes downloading, there may be an “install” button. Tap this button to install the Gmail application. When the program has finished installing, the “Get” button will change to “**Open**”. The installation of the Gmail application for iOS is complete.



Installation of Google Calendar Application on iOS

1. Go back into the Apple App Store on your device and tap on the **Search** icon at the bottom of the screen.



Search Icon

2. Enter the search term “Google Calendar” at the top of the screen. In the search results, look for the below icon for Google Calendar and then tap on the “Get” button.

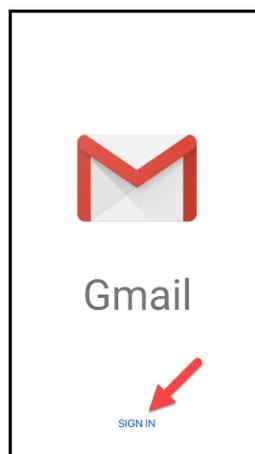


3. Once the “Get” button is tapped, the download of the program will begin. After the program finishes downloading, there may be an “install” button. Tap this button to install the Google Calendar application. When the program has finished installing, the “Get” button will change to “Open”. The installation of the Google Calendar application for iOS is complete.

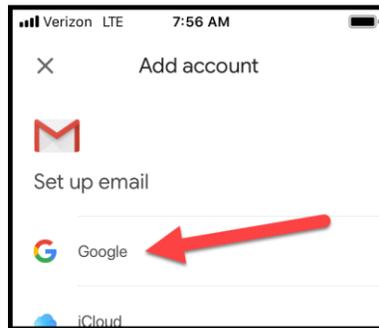


Configuration of Google Gmail Application

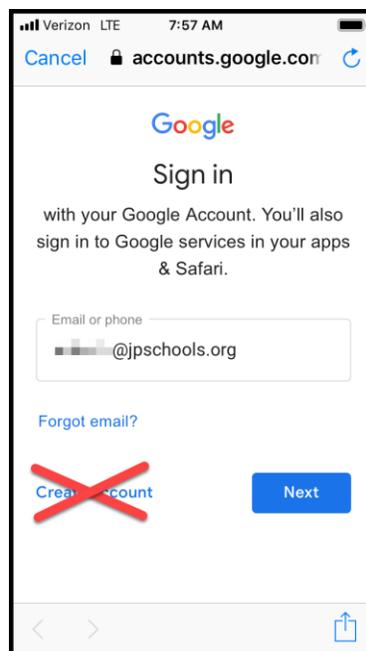
1. To sign in, you must add your JPS account to Gmail. Ensure that your device has access to the internet.
2. On your iPhone or iPad, open the Gmail application  by tapping on the icon. At the splash page, tap on **Sign In** at the bottom of the screen.



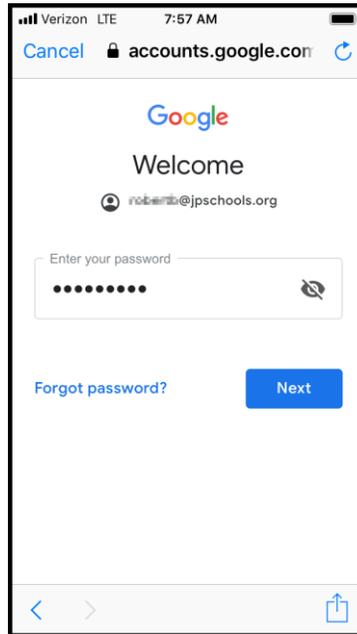
3. At the [Add Accounts](#) page, choose [Google](#) from the list.



4. At the [Sign In](#) page, enter the full email address of the JPS email you have been assigned. This email address will be in the **<firstname>.<lastname>@jpschools.org** format and must be fully entered. Once you have entered your email address, tap the [Next](#) button. **DO NOT tap the link for "Create Account" as it will not allow you to access your JPS account.**



5. On the **Welcome** page, enter your issued password in the box and then tap on the **Next** button.



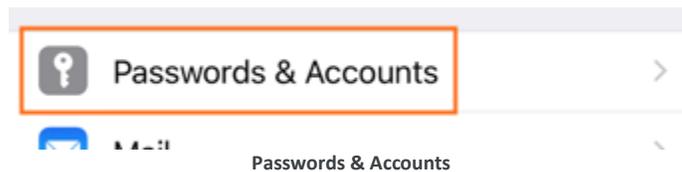
Configuration of Google Contacts Information

1. Open your iPhone or iPad's Settings app.



iOS Settings Icon

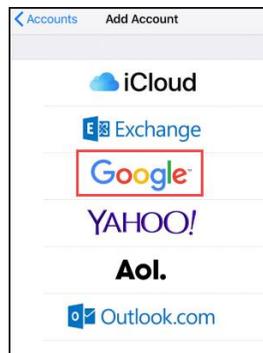
2. Tap **Passwords & Accounts**.



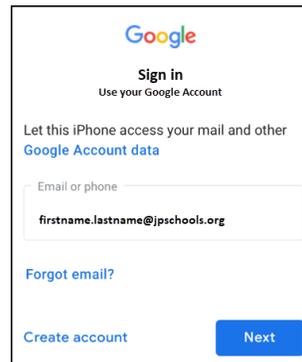
3. Click on **Add Account**.



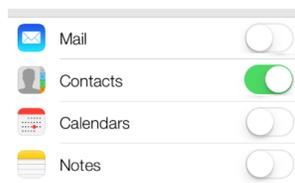
4. Choose **Google** from the list.



5. Enter your email and password in the spaces provided.



6. Tap **Next**.
7. Slide the "**Contacts**" slider to the "**on**" position.



8. At the top, tap on the **< Accounts** link to finish. At this point, you may exit settings.