## Fordham IT

## Set up Fordham Gmail on Android Devices

#### STEP - 1

First, download the Gmail App from Play Store

### STEP - 2

Tap the **Settings** icon from home screen or swipe down on the notification shade.



### STEP - 3

Scroll down and tap on "Accounts"



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### STEP - 4

Tap on **"Add account"** 



#### STEP - 5

Select **Google** from the list of account options.



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### STEP - 6

Enter your email account (i.e. "AccessITID@fordham.edu" ) and tap Next



#### STEP - 7

#### Tap Accept to agree to the Terms of Service and Privacy Policy



By signing in, you agree to the Privacy Policy and Terms of Service.



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#### STEP - 8

You will be immediately redirected to **my.fordham.edu** where you must authenticate. Enter your **AccessITID** and **Password** 



### STEP - 9

Go back to your Android **Settings** Tap the **Settings** icon from home screen or swipe down on the notification shade.





#### 🔈 Google Play Store 🗸

Google Play Protect is turned on This feature protects your d... 2 apps updated YouTube and Google +1

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#### STEP - 10

Scroll down and tap on "Accounts"



#### STEP - 11

Select your "accessitid@fordham.edu" account

Users & accounts						
<u>.</u>	Users Signed in as					
	Accounts					
G	<b>@fordham.edu</b> Google					
+	Add account					
	Emergency information					
	Automatically sync data Let apps refresh data automatically					
	Add users from lock screen					
	Add users from lock screen					

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### STEP - 12

#### Select Account sync

÷	Google				
		G	@fordham.edu		
		Google Account Info, security & per	sonalization		
	¢	Account sync Sync on for all item	S		
				REMOVE ACCOUNT	

### STEP - 13

Select which services you want to sync Account sync 

Image: Cooler in the synce of the syn