

Setting up Email on an iPhone

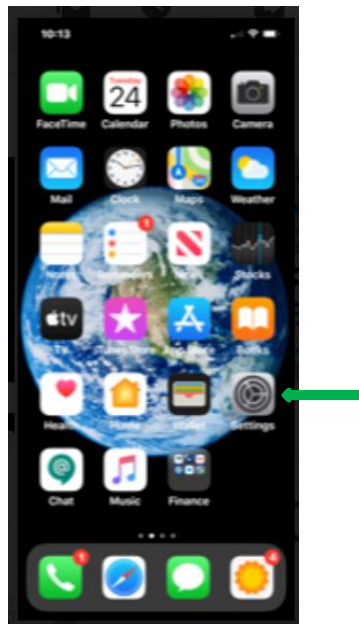
*Rio Salado
Information
Services*

Accessing Gmail and Calendar on your Apple device

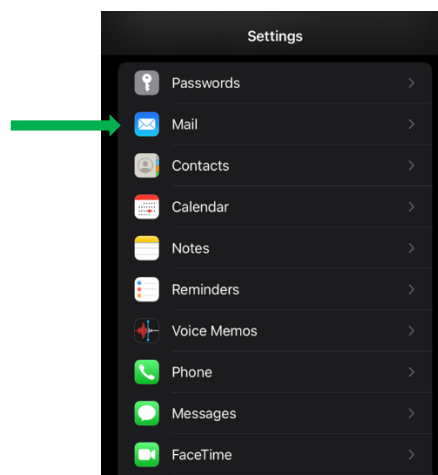
Most iPhones have mobile versions of Mail, Calendar, and Contacts pre-installed. Depending on your iPhone model, some of the steps may vary. Please call the helpdesk for assistance at 480-517-8600.

To set up your iPhone follow the steps below (**Note: If you have an older iPhone, it might be listed as Gmail instead of Google**)

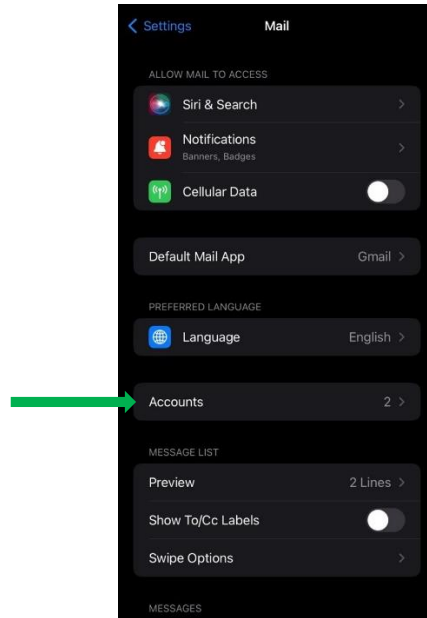
1. Select Settings from your home screen.



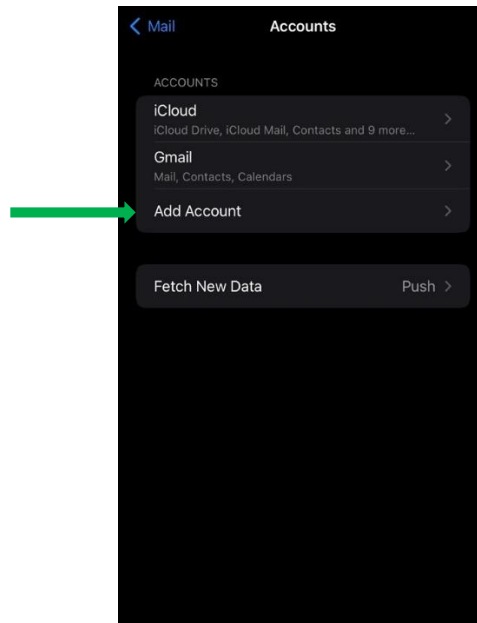
2. Scroll down and Select Mail



3. Select Accounts.



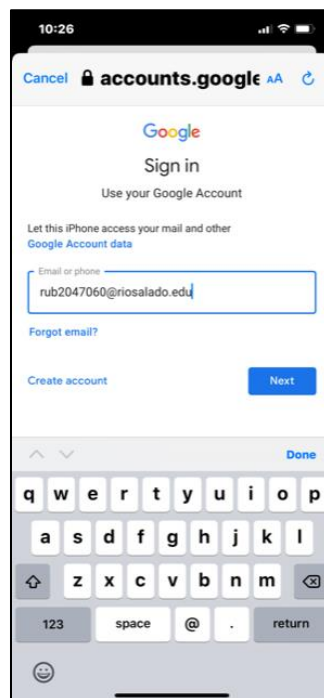
4. Select Add Account.



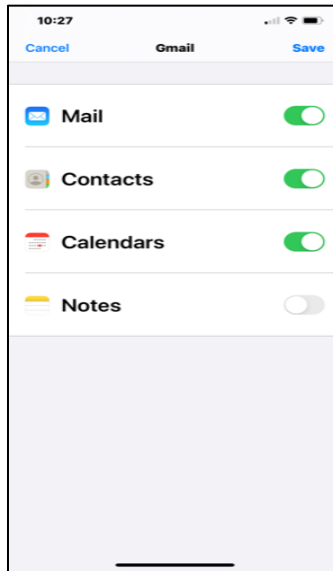
5. Select Google.



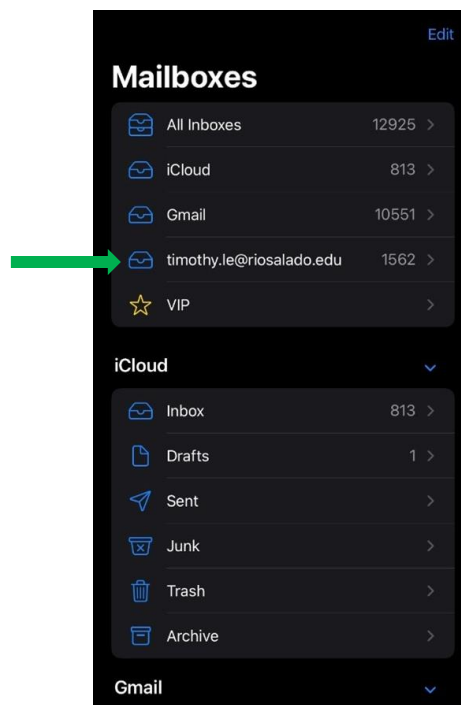
6. Enter your MEID@riosalado.edu email address, district password, and click next.



7. Log into your Maricopa Gmail account using MEID@riosalado.edu and district password and click sign in.
8. Complete the Google Duo Security Authentication and proceed.
9. Follow steps 1-3 and select your newly added Rio Salado account. Then, select what you want synchronized. It's recommended at a minimum you sync Mail and Calendar and select save.



10. After you select save you should have access to your employee Gmail account.



Note: Setup of older iPhone and older iOS's may be different. You may have to sync the device manually. If this occurs, call the helpdesk for assistance at 480-517-8600.

Tip: If you can see your Gmail account but have no email, something went wrong. In this case you may want to do the following:

1. Go to settings -> passwords and accounts -> add account
2. Delete your employee email address
3. Power off the iPhone
4. Wait 30 seconds
5. Turn the iPhone on
6. Go to settings -> passwords and accounts -> add account
7. Add your employee account information.
8. If this doesn't work, please call the helpdesk at 480-517-8600.