Adding Your School Email to Your Mobile Device

Note: The example below is for Apple iOS devices (iPhone, iPad etc). If you're trying to add your account to an Android device, the principle is more or less the same. To add your account on an Android device, open up the Gmail app, and follow the instructions for adding a new account. The procedure is similar to the example below from step 4 onwards. Further Android help is available here: https://support.google.com/mail/answer/6078445?hl=en

•0000 EE 🗢	09:02	🕶 🕸 🕇 79% 🔲 +	• = = = = = = = = = = = = = = = = = = =	09:03	🕇 🗃 🖹 79% 🔲 🕴	•==== 🗢	09:03	🕇 🖱 🕏 79% 🔲 f	•0000 EE 🗢	09:03	7 🛛 🖇 79% 💷 +
	Settings		Settings	Mail		🗙 Mail	Accounts		Accounts	Add Account	
Apple ID, iCloud, iTunes & App Store						7					
			Accounts			ACCOUNTS					
			Gmail, iCloud, RHCS		>	iCloud iCloud Drive, Mai	il Contacts Calendars S	afari and 6 more		lCloud	
Airplane Mod	de		MESSAGE LIST			Gmail	, eentaete, eatenaate, e				
ᅙ Wi-Fi		BTHub3-TK78 >	Droviow		2 Linco	Mail, Calendars		>		E 🛛 Exchange	
* Bluetooth		On >	Preview		z Lines 7	RHCS		>		C	
			Show To/Cc Labels			Mail, Calendars				Google	
Mobile Data		>	Swipe Options		>	Add Account		>			
Personal Hot	spot	Off >			Ł					YAHOO!	
		Net Connected	Flag Style		Colour >	Fetch New Da	ata	Push >			
VPN VPN		Not Connected >	MERCACEC			T CICITINEW Da		i usii z		Aol.	
Carrier		EE >	MESSAGES							2.000	
			Ask Before Deleting		\bigcirc				C		m
Notifications		>	Load Remote Images	;							
		· · · · ·								Other	
Control Cent	re	>	THREADING							Other	
C Do Not Distu	ırb	>	Organise by Thread								
			Most Recent Messag	je on Top	\bigcirc						
General		>	Complete Threads								
AA Display & Bri	ghtness	>	Show all the messages in a to other mailboxes. Moved	thread, even if son messages will rema	me have been moved ain in the mailboxes						

Step 1

Open up the Settings app and find the Mail option (you may need to swipe down the options). Once found, open up the Mail options.

Step 2

In the Mail settings screen, open up the Accounts option.

Step 3

Choose the Add Account option.

Step 4

Choose the Google option. In older versions, this option may be labelled as Gmail or Google Mail.

•••• EE 4G 09:04 7 🖲 🕏 79% 🗖		09:04	1 🛛 🗱 79% 🔲 🗲	•0000 EE 4G	09:04	🕇 🗃 🕏 79% 🌉 🕴
accounts.google.com		fs.roydshall.org		Cancel	Gmail	Save
Cancel Gmail	Cancel	Gmail				
Google				🖂 Mail		
Sign in	Royds H	Royds Hall Community School - Staff & Student Sign In				\bigcirc
with your Google Account	- Otan Q					\bigcirc
Let this iPhone access your mail and other Google Account data	Sign in with you	Sign in with your Royds Hall username and password below.				\bigcirc
Email or phone	box.					
aw-student@roydshall.org	aw-student]		
Forgot email?	•••••					
More options NEXT	Sign in					
				1		



All Done!

Step 5

A Google login page will load. Enter your **FULL SCHOOL EMAIL ADDRESS** in the box and tap next.

Step 6

The previous screen should send you to the Royds Hall login screen. In this step enter **YOUR SCHOOL USERNAME AND PASSWORD** and tap Sign In.

Step 7

Select the options you want to add / sync with your device. It's advised you choose only the Mail and Calendars options.

Tap Save once done.