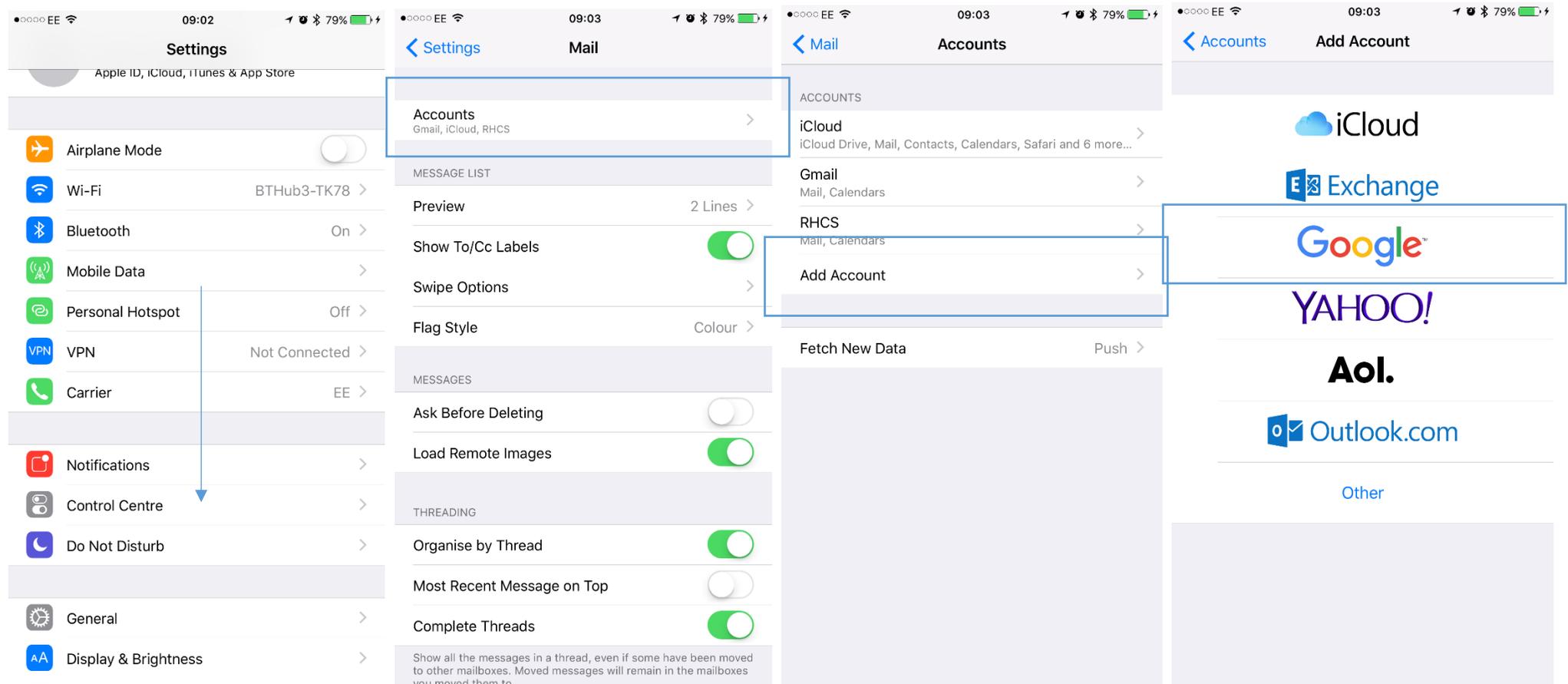


Adding Your School Email to Your Mobile Device

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>



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

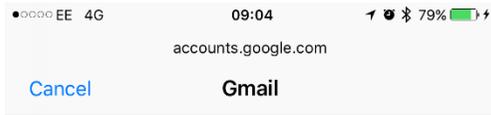
In the Mail settings screen, open up the Accounts option.

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.



Google
Sign in
with your Google Account

Let this iPhone access your mail and other [Google Account data](#)

Email or phone
aw-student@roydshall.org

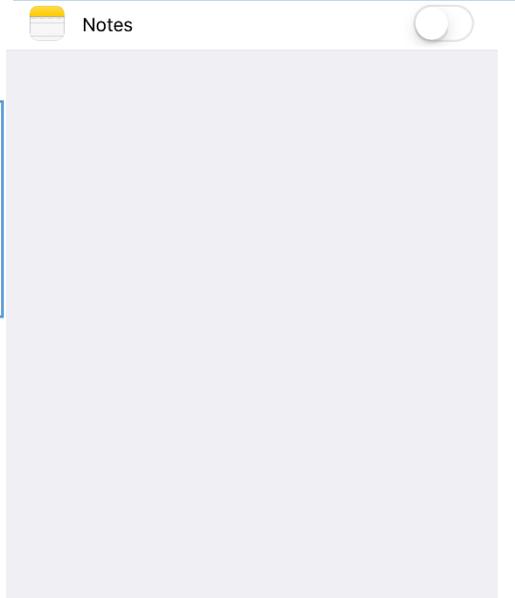
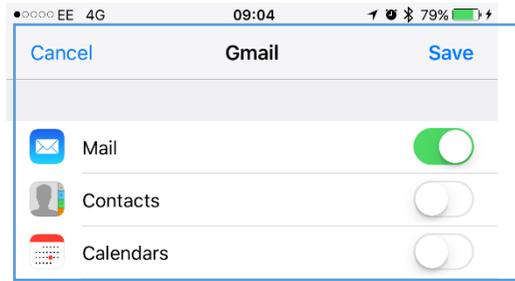
[Forgot email?](#)

[More options](#)



Royds Hall Community School
- Staff & Student Sign In

Sign in with your Royds Hall username and password below.
Do not enter your school email address in the username box.



That's it!
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.