

Step by Step Setup
Step 1. Open Settings App



Step 2. Open “Mail, Contacts and Calendars”



Step 3. Create a New Account

- Under the Accounts Heading, Tap “Add Account”
- Touch the first “Microsoft Exchange” logo



Step 4. Fill out Account Information

Email: Google Apps email account:

username@stu.southfieldchristian.org

Domain: leave blank

Username: same as above “email” for Google Apps Account

Password: Google Apps Password

Description: Whatever you’d like. I suggest, “SCS Email” or “Google Apps Account”

Then Click “Next”



Step 5. “Certificates and Verify Account”

You will receive a few pop ups to verify your account. Just tap accept, continue and/or next when prompted.

Bottomline: don’t tap “cancel”



Step 6. Add “Server” info

- After you tap accept, you will see the previous screen appear with a new tab called “Server”
- Type in “**m.google.com**” and tap the blue **next** button



Step 7. Turn ON Mail, Contacts and Calendar

- By default, the mail will be “ON” and the Contacts and Calendar will be on “OFF” mode
- Turn **ON** the Contacts and Calendars.
- If you already have contacts on you iPad, You will be prompted with a pop up screen that will ask you if you wish to keep or delete your iPad contacts. To avoid duplicates, I’d recommend making sure that your Google Contacts are up to date and you remove all iPad contacts. Google should be the default. Tap Save...and you are done!

