Configure UD Google Apps for Apple iOS devices (e.g. iPhones and iPads)
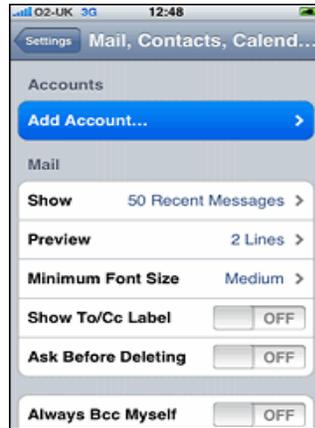
For optimal results, we recommend configuring your email and contacts as an Exchange account, while configuring your calendar as a Google mail account.
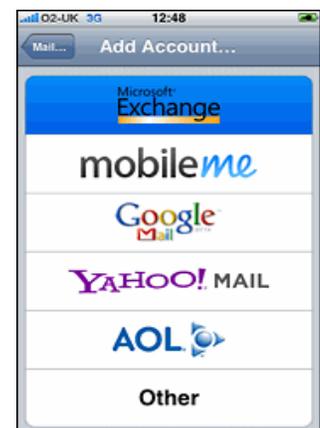
Configure UDmail and Contacts

1. Open the **Settings** application on your device
2. Open **Mail, Contacts, Calendars**
3. Press **Add Account...**.
4. Select **Microsoft Exchange**

Step 2

Step 3

Step 4

5. In the **Email** field, enter your UD Google Apps email address: **<UD_ username>@udayton.edu**
6. Leave the **Domain** field blank.
7. In the **Username** field, enter your UD Google Apps email address: **<UD_ username>@udayton.edu**
8. In the **Password** field, enter your Novell/LDAP password.
9. *Optional: in the **Description** field, rename the text "Exchange" to something like "UDmail"*
10. Tap the **Next** button at the top right of the screen.
11. When the new **Server** field appears, enter **m.google.com**.
12. Press **Next** at the top of your screen again.

Step 5-9

Step 10-11

13. Press **Calendars** to the **OFF** position (by default, it's set to ON)
14. If prompted about local contacts, press **Keep on My iPhone**
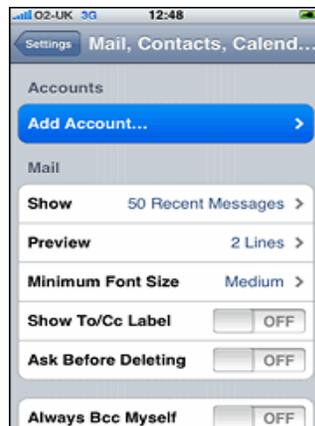

Step 13

Step 14

Configure UDcalendar
1. Open the **Settings** icon on your device's home screen
2. Open **Mail, Contacts, Calendars**
3. Press **Add Account...**
4. Select **Gmail**

Step 2

Step 3

Step 4

5. In the **Name** field, type your name as you want it to appear on outgoing messages
6. In the **Address** field, enter your UD Google Apps email address: **<UD_username>@udayton.edu**
7. In the **Password** field, enter your Novell/LDAP password
8. *Optional: in the **Description** field, enter a name like "UD Calendar" so it's distinct from other accounts you may already have*
9. Touch **Next**, then wait for your account information to be verified
10. Set **Mail** and **Notes** (if applicable) to the **OFF** position
11. Touch **Save**

rev. 12/13/12

Notes:

- Depending on the volume of emails and the number of entries in your calendar, the initial sync may take an extended period of time. We recommend that you perform this task with a fully charged battery or while your iOS device is plugged into its charger.
- Read the information at Google's mobile web site to learn about Known Issues related to synching iOS devices.
- To ensure that you retain access to apps should you leave the University of Dayton, purchase apps using a personal iTunes account and credit card.
- UD-OWNED DEVICES ONLY: UD's mobile device management software must be installed on your device to provide some administrative controls, including the ability to remote-wipe data from the device in the event of loss or theft. If you do not currently have this installed, contact your IT support staff or the UD Help Desk (937.229.3888) for assistance.

rev. 12/13/12