How to sync your Smartphone to your district email account

Whether you have an iPhone or Android phone, once the district account is added to the phone, you will be prompted to enter a 4 digit passcode. This passcode is important in case your device is lost or stolen. Whoever finds your device will be prompted to enter the four digit passcode. This keeps any Victor email, calendar items, or contacts on the device secure. If your device is lost or stolen, please notify the Computer Services Department as soon as possible.

iPod Touch, iPhone, or iPad

To start the process:

- Go to Settings then Password & Accounts
- Choose Add Account and then Exchange, DO NOT choose the Google option

When setting up your device it will ask for 5 pieces of information. I have shown an example below for a user named Scott Towels

Email Address:	TowelsS@victorschools.org
Password:	The password that Scott uses to login to his computer everyday
Description:	You can put in whatever you like, for example Gmail or School Email
Server:	m.google.com
Username:	TowelsS@victorschools.org

At this point you can use the iPhone's built in Mail, Calendar, and Contact Apps.

There is one other setting you might want to change. When you wake up your phone you will have to enter your four digit passcode. This is called Passcode Lock and you may want to change this from Immediate to 1 or 5 minutes. You can do this under Settings.

Android

1. From the Play Store on your phone, download the Gmail app
2. Open up the Gmail app and choose Add Account
3. Choose Google as the account type
4. Enter your email address and password
5. Agree to the Terms of Service
6. Your phone will ask to download a security profile. This is necessary to enforce a 4 digit passcode on phone
7. Complete the same steps for the Google Calendar App