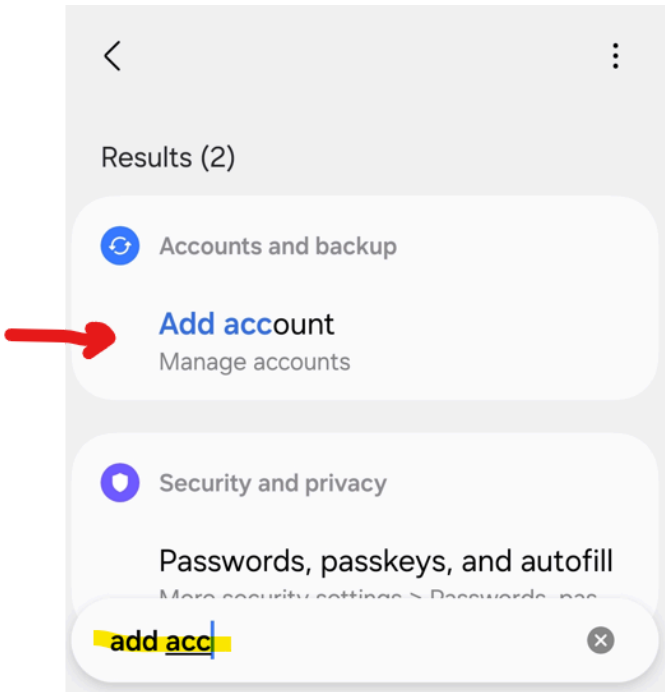


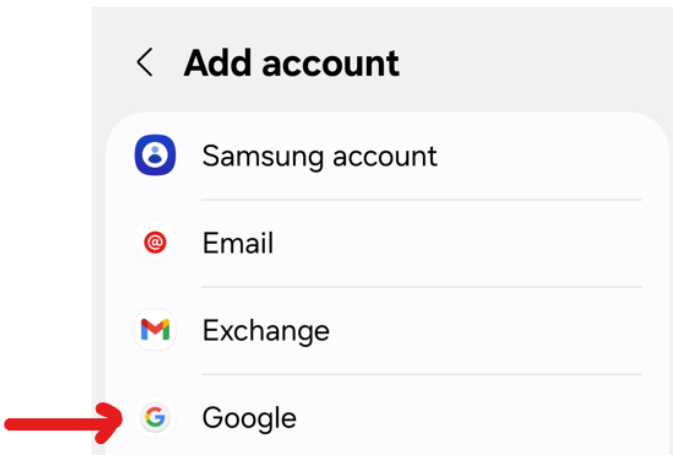
How to set up Gmail on Android phone

This will use the phone's Mail app or Gmail app (if installed) for your district email. If you have an existing personal Gmail account, this will create a separate email account in the Gmail app so you can still receive personal Gmail too.

1. Open Settings. Search for **add account**, then tap to select. Tap **+ add account**



2. In the list of accounts, select **Google**; enter your screen lock PIN if prompted



3. Enter your @longviewschools.org account and password; it's the same username that you use on a computer with @longviewschools.org at the end, and your computer logon password.



Sign in

Use your Google Account. The account will be added to this device and available to other Google apps.

[Learn more about using your account](#)

flast@longviewschools.org

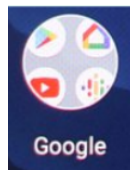
[Forgot email?](#)

4. Agree to terms as prompted. Open your email app and your school email should be there!

If you have multiple Google accounts on your phone you can toggle between your personal account(s) and your school district account by tapping your circular profile icon in the upper right and selecting the account. If you'd like to see all email, tap the three lines in the upper left and tap All Mail--this does not merge the two accounts, it just lets you see all email together. To see Sent Items, click All mail in upper left then choose Sent items.

You can view Google calendars by tapping the three lines at top and selecting Calendar--if prompted, install and open the Calendar app. If you have multiple accounts and would only like to see Calendars for a single account, do the previous step then click the three lines at upper left and uncheck calendars under accounts then hit Refresh. Note that your phone may include a Calendar app and your events should show in that, but you can also install Google Calendar app (if it's not already installed) from the Google Play store. The Google Calendar app is just called "Calendar" but its icon is blue/green/yellow.

Your Gmail app and Calendar app may appear on your home screen in a group of Google apps. If you'd like the Gmail or Calendar icon to appear on your home screen, find the Gmail or Calendar app icon and long-hold the icon until it allows you to move the icon to your home screen. If you'd like to move it to a different place on your home screen, long-hold the icon until it allows you to move it.



>>> [Using Gmail: Tips and Tricks](#) <<<

[Android-specific Gmail tips](#)