## 1<sup>st</sup> steps for setting up email on your Android Device



1. Log in to your gmail account on a computer and click on the gear.

## 2. Click on "settings"



## 3. Click on forwarding and POP/IMAP

M Settings - testaccount@ ×		
← → C 🔒 Secure   htt	tps://mail.google.com/mail/#settings	/general 🔹 🖈 💹 🔯 🗄
III Apps D VMware vCenter Serv		
Kirtland Local School District		
Mail -	Settings	¢-
COMPOSE	General Labels Inbox Accounts Filters and Blocked Addresses Forwarding and POP/IMAP Labs Offline Themes	
Inbox (3) Starred Sent Mail Drafts More +	Setup progress:	10% Continue setting up account
	Language:	Kirtland Local School District Mail display language: English (US)   Change language settings for other Google products Show all language options
	Phone numbers:	Default country code: United States
	Maximum page size:	Show 50 v conversations per page Show 250 v contacts per page
	Images:	<ul> <li>Always display external images - Learn more</li> <li>Ask before displaying external images</li> </ul>
	Undo Send:	Enable Undo Send Send cancellation period: 10 * seconds
	Default reply behavior: Learn more	⊛ Reply ◎ Reply all
	Default text style: (Use the Remove Formating' button on the toolbar to reset the default text style)	Sams Serif $\neg \neg T \neg   \triangle \neg   I_X$ This is what your body text will look like.
	Conversation View: (sets whether emails of the same topic are grouped together)	Conversation view on     Conversation view off
	Send and Archive: Learn more	Show "Send & Archive" button in reply Hide "Send & Archive" button in reply
	Stars:	Drag the stars between the lists. The stars will rotate in the order shown below when you click successively. To learn the name of a star for search, hover your mouse over the image.         Presets:       1 star 4 stars all stars         In use:       ★         ★
	Desktop Notifications: (allows Kirtland Local School District Mail to display	Click here to enable desktop notifications for Kirtland Local School District Mail.   New mail notifications on - Notify me when any new message arrives in my inbox or orimary tab



4. Click the Enable IMAP button and then click Save changes.

Now you can proceed to Set up email on your Android device Part 2.