- If you have not yet logged into your Gmail account on a computer please see the document named Logging into Gmail for the first time.
- Directions are based on iOS 10 screen may look different on newer or older iPhones
- 1. From the home Screen swipe down
- Type settings
- Then tap on settings



• 2. Find mail and tap it

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Tou	ch ID & Passcode		>		
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- 3. Tap on your kirtland account
- If you do not have your school Email on your phone please skip to step 6.

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	🗙 Mail	Accounts	
	ACCOUNTS		
	iCloud iCloud Drive, Ma	ail, Contacts, Calendars, Safari aı	> nd 4 more
	LakeESC Mail, Calendars		>
	Google Mail, Notes		>
C	Kirtland Mail, Contacts,	Calendars	>
	Add Account	t	>
	Fetch New D	Data	Push >

- 4. Click on your Kirtlandschools Email
- 5. Tap on the Delete Account

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Accounts			
EXCH	ANGE		
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	Mail		
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- 6. This will take you back to accounts • •••• AT&T 穼 12:52 PM 7 92% 🔳 🗸 Mail Accounts ACCOUNTS iCloud iCloud Drive, Mail, Contacts, Calendars, Safari and 4 more... LakeESC > Mail, Calendars Google > Mail, Notes Kirtland > Mail, Contacts, Calendars Add Account > Fetch New Data Push > 7. Tap Add account •••• AT&T 穼 12:28 PM 1 95% 🔳 Accounts Add Account iCloud E 🛛 Exchange Google YAHOO Aol. Outlook.com Other
- 8. Tap Google

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	accounts.google.com	
Cancel	Gmail	

Google

Sign in with your Google Account

Let this iPhone access your mail and other Google Account data

Email or phone

Forgot email?

More options

• 9. Type in your email

NEXT

• 10. Type in your password and click next



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ACCOUNTS		
iCloud iCloud Drive, Mail,	Contacts, Calendars, Saf	fari and 4 more >
LakeESC Mail, Calendars		>
Google Mail, Notes		>
Kirtland Mail, Contacts, Ca	lendars	>
Add Account		>
Fetch New Dat	ta	Push >

Cancel	Account	Done
GMAIL ACC	OUNT INFORMATION	
Name	Frank Grunenberg	
Email	frank.grunenberg@kirtlandsc	hools.org
Descripti	n Kirtland	
OUTGOING	MAIL SERVER	
SMTP	Gmail SMTF	Server >
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• 15. Change the Description to Kirtland and hit done