

Setting up an Android phone with Google Mail

Concept

This process demonstrates how to set up your Android phone to use CWRU Google Mail.

Please Note: These instructions were written based on the htc from Sprint. Screens may look different from those described.

Procedure

Use this process to set up CWRU Google Mail on an Android device. For this example, we are using the htc HERO2000 from Sprint.

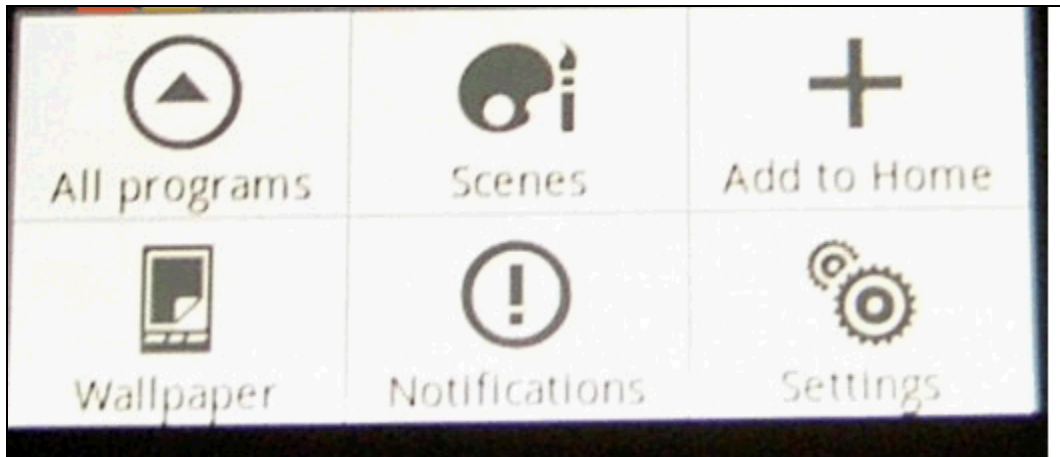
Before proceeding, you must:

- have already converted your iPlanet email to CWRU Google Mail and set your password.
- enabled IMAP or POP for your Google Mail (see the Google Mail Settings for IMAP document or Google Mail Settings for POP document.)

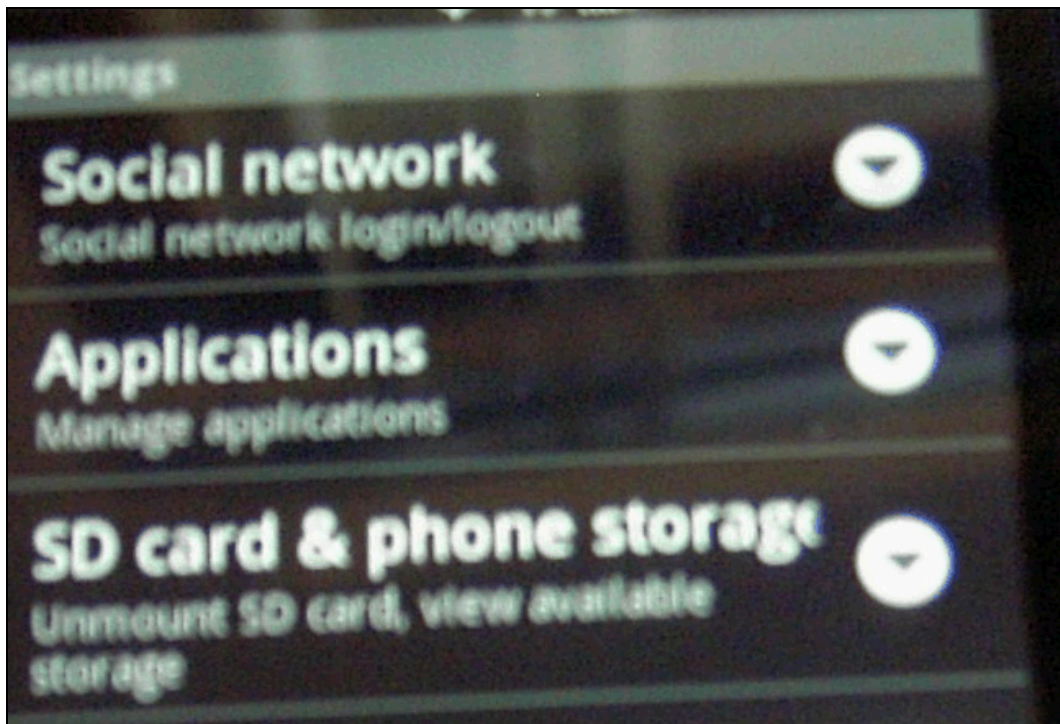
NOTE: These instructions are for automatically having your mail detected and set up. If you prefer to do it manually, please proceed to Step 17 to start.



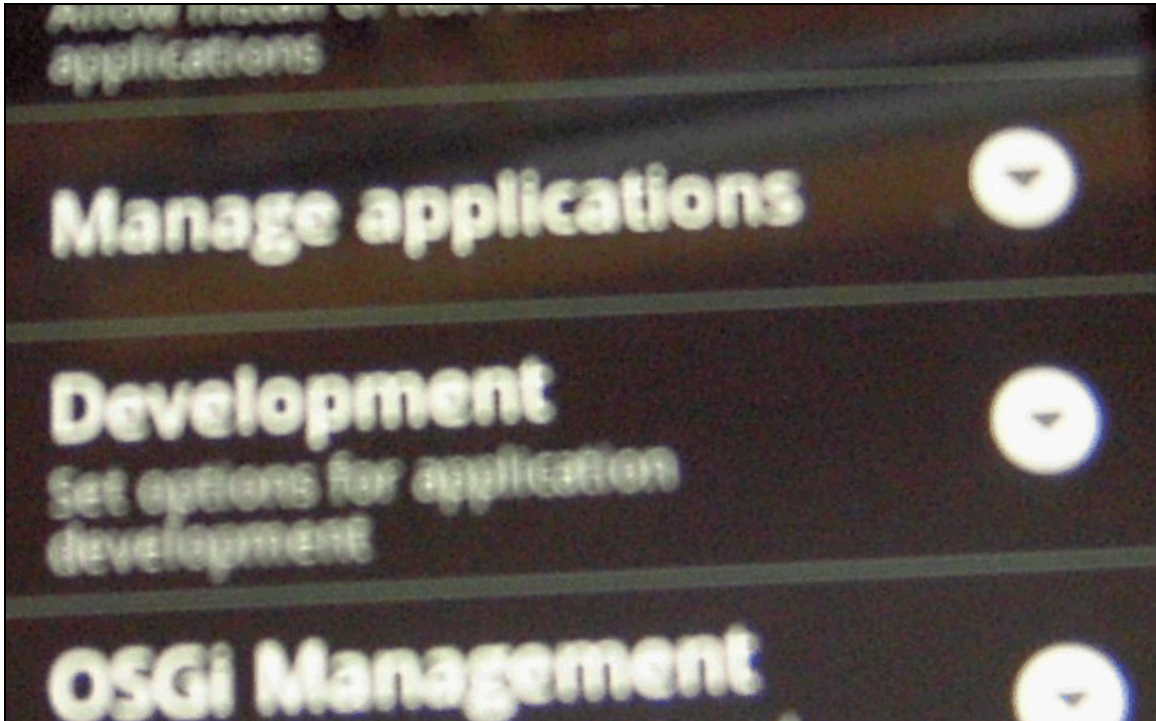
Step	Action
1.	Click the Menu button.



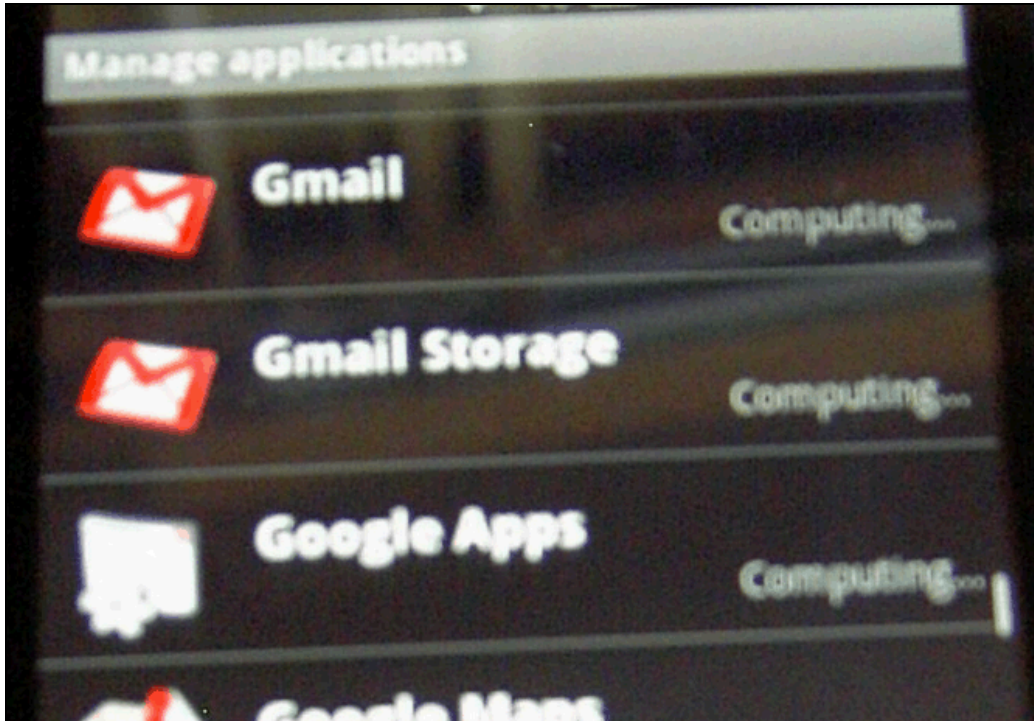
Step	Action
2.	Click Settings .



Step	Action
3.	The Settings screen appears. Click Applications Manage Applications .



Step	Action
4.	<p>The Applications screen appears.</p> <p>Click Manage Applications.</p> <p>There will be a short wait while the page is Loading. A Loading icon will appear on the screen.</p>



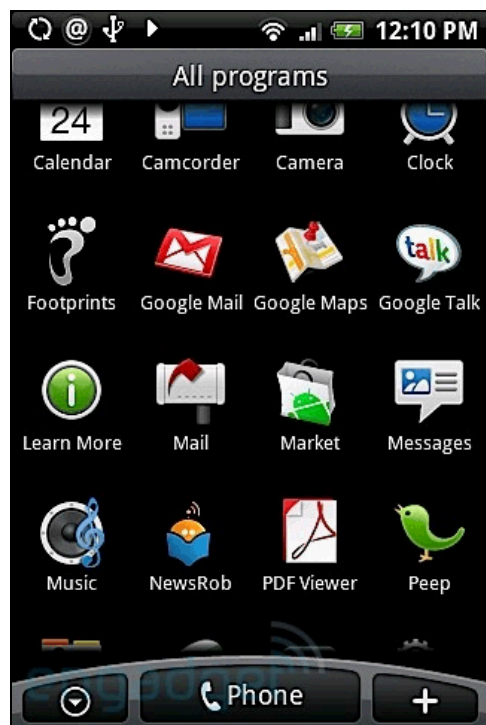
Step	Action
5.	When the page is finished loading, the Manage applications menu appears Click on Gmail .



Step	Action
6.	<p>The Application Info Screen appears.</p> <p>Click the Clear Data button near the center of the screen. Note, if the buttons are grayed out or you cannot click on them, the data is already cleared.</p> <p>Repeat these steps for Gmail Storage and Google Apps</p>



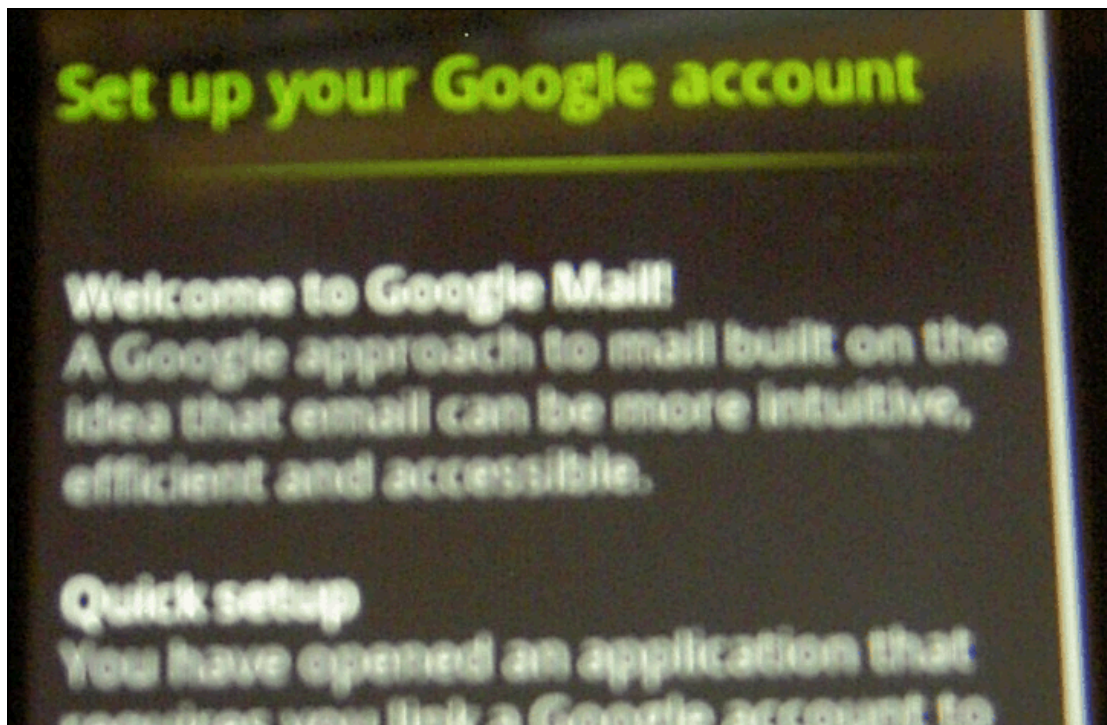
Step	Action
7.	<p>Click the Home button (little house) on the phone to go to the Home screen.</p> <p>Click on the circular button on your phone screen to go to the All Programs screen.</p>



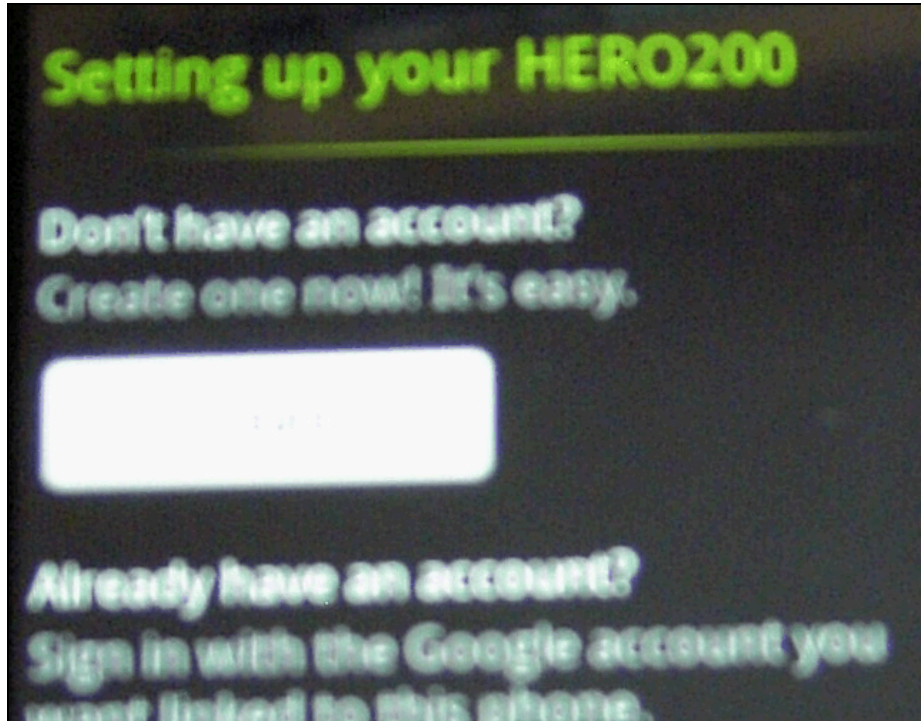
System Process Document

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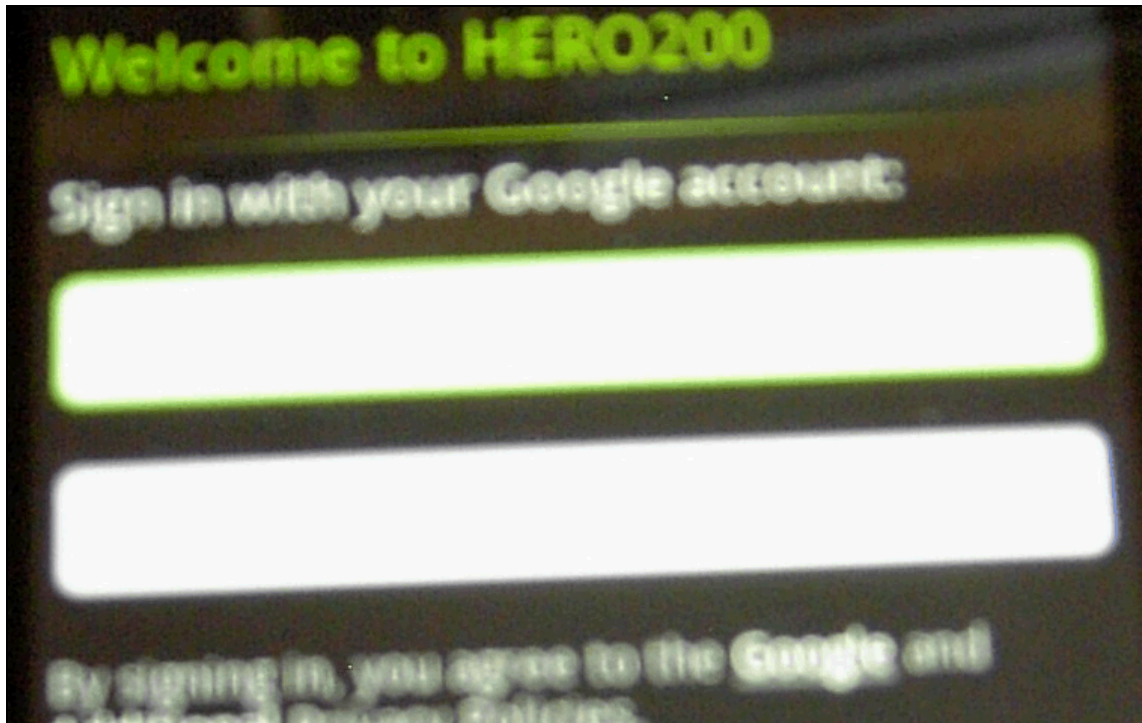
Step	Action
8.	The All Programs screen appears. Click the Google Mail or Gmail icon. Note: this is not the same as the Mail icon.



Step	Action
9.	The Set up your Google account screen appears. Read the information about setting up email. Click the Next button.



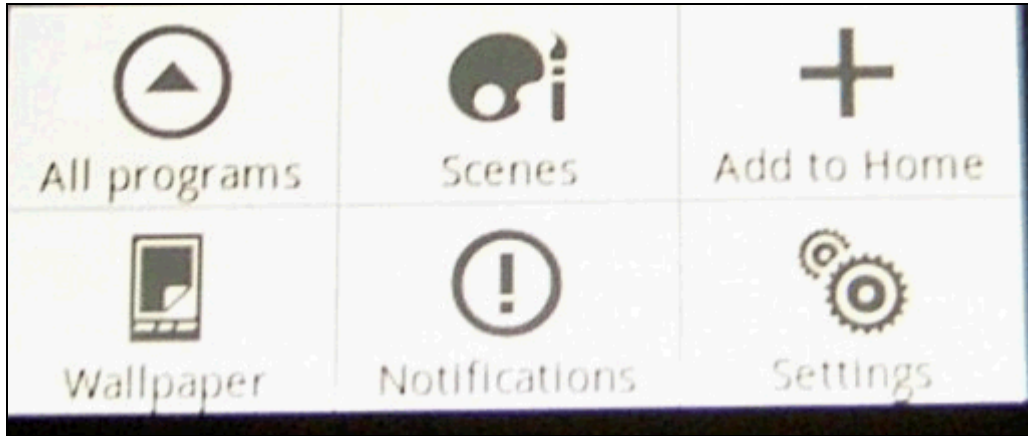
Step	Action
10.	<p>The Setting up your HERO200 screen appears.</p> <p>Go to Already have an account. Sign in with the Google account you want linked to this phone.</p> <p>Click the Sign In button.</p>



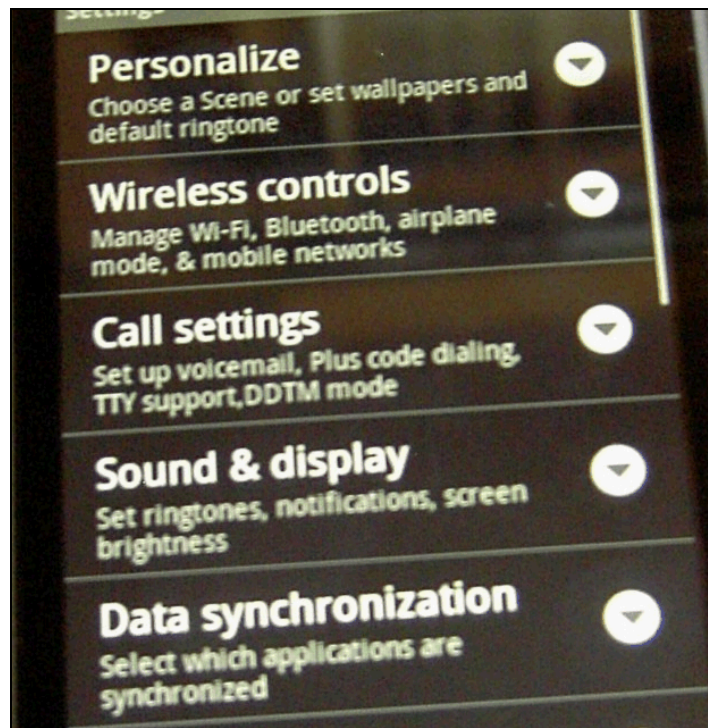
Step	Action
11.	The Welcome to HERO200 screen appears. Sign in with your Google account: Type your CWRU ID followed by " @case.edu " in the Username field. Type your Google password in the Password field. Click the Sign in button.



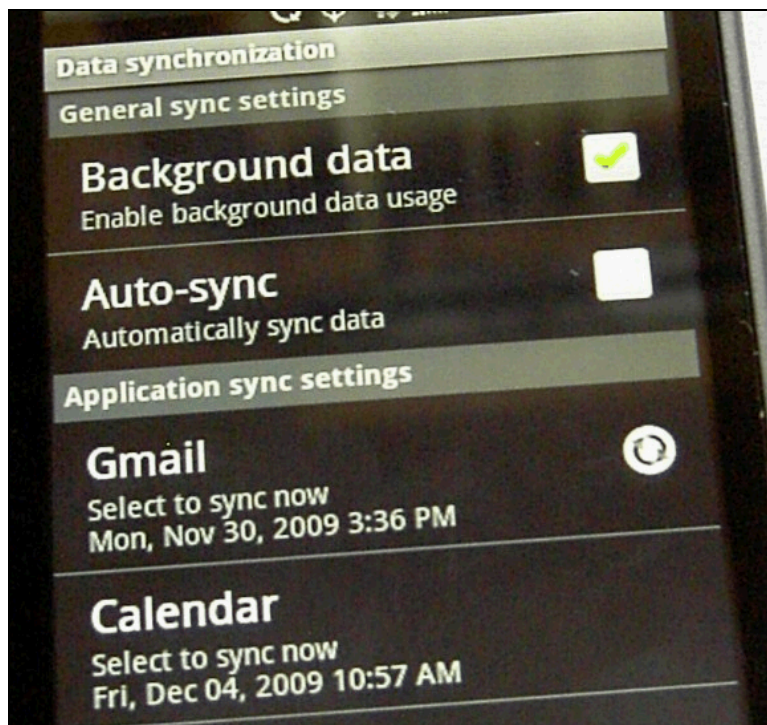
Step	Action
12.	Click the Back button on your phone (arrow). Click the Menu button on the phone.



Step	Action
13.	Click Settings .



Step	Action
14.	The Settings screen appears. Click Data Synchronization, Select which applications are synchronized.



Step	Action
15.	<p>The Data Synchronization screen appears.</p> <p>If Auto Sync or any boxes are checked, uncheck them.</p> <p>In the Application sync settings menu, click the Gmail option.</p> <p>A rotating sync symbol will appear next to each item you selected, and your 3G data arrows at the top should light up.</p> <p>Optionally, repeat steps for Calendar and Contacts.</p> <p>After the sync has finished, you can click the box next to the items to turn this feature back on. A green checkmark will appear. If you do, then Google will sync these items again.</p>



Step	Action
16.	<p>This completes the automatic set up for the Droid phone.</p> <p>The next steps can be used for manually setting up your phone.</p>
17.	<p>Use these instructions to set up your CWRU Google Mail manually on your device.</p> <p>The following instructions are assume that you do not have any mail accounts set up on the device.</p> <p>Always use the Gmail icon to access your email on your phone, not the Mail icon.</p>
18.	<p>Go to the Inbox Application.</p> <p>The Welcome screen appears.</p> <p>Click Next.</p>
19.	<p>In the Email Address field, enter your CWRU ID followed by "@case.edu".</p> <p>In the Password field enter your CWRU Google Mail password.</p> <p>Click the Next button.</p>

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Step	Action
20.	<p>The Settings screen appears.</p> <p>Select IMAP Account.</p> <p>Enter the following information in the incoming settings:</p> <p>Username: your CWRU ID followed by "@case.edu". Password: your Google password IMAP server: imap.gmail.com Port: 993 Security Type: SSL (always) IMAP path prefix: None</p>
21.	<p>Click Next.</p> <p>Enter the following information in the outgoing settings:</p> <p>Server: smtp.gmail.com Port: 465 Security type: SSL (always) Require sign-in: Yes (Checked) Username: Your CWRU ID followed by "@case.edu" Password: Your Google password</p>
22.	<p>Click Next.</p> <p>The phone will check the outgoing settings.</p>
23.	<p>On the account options screen, choose your preferred settings for these options.</p> <p>Click Next.</p>
24.	<p>Enter a name for your account and enter your name.</p> <p>Click Done.</p> <p>Email should appear shortly on your screen.</p>
25.	<p>This completes the process of setting up your Android G1 or G2 phone to use CWRU Google Mail.</p> <p>End of Procedure.</p>