

# How to Setup Carroll School Email on Your iPad

Setting up your school-provided email on your iPad will be helpful in communicating with teachers and classmates. Having it set up in the regular iPad Mail app will provide maximum compatibility with other apps. Here's how you get it set up...

1. Open Mail App (the regular iPad mail app... not the Gmail app)
  - a. Note: if you already have some other email address set up in this app, then you will need to go to "Settings", then "Mail, Contacts, Calendars", then "Add Account"
2. Tap on "Gmail" or "Google"
3. Type Full Name
4. Type email: firstnamelastname@st.carroll.k12.in.us
5. Type password (School ID)
6. Type Description (Carroll Gmail?)
7. Tap Next
8. Choose what to sync (at least mail... calendars, contacts, and notes are optional)
  - a. Sync contacts will make your iPad contacts and your Gmail contacts match
  - b. Sync calendar will make your iPad calendar and your Google calendar match
  - c. Sync notes will create a folder in your email account labeled "Notes"... this will be a back-up of the Notes app on your iPad and make them accessible from wherever you can get to your email.
9. Tap Save
10. Close Mail

**For help in using the Mail app (and many other things on your iPad), check-out the iPad User Guide. You'll find it in Safari, under bookmarks.**

**We encourage you to use this avenue to improve communication with teachers and your classmates. Please remember that all messages sent and received through this school-managed email are tracked and archived. Abuse and/or misuse is subject to disciplinary measures. Think before you send.**