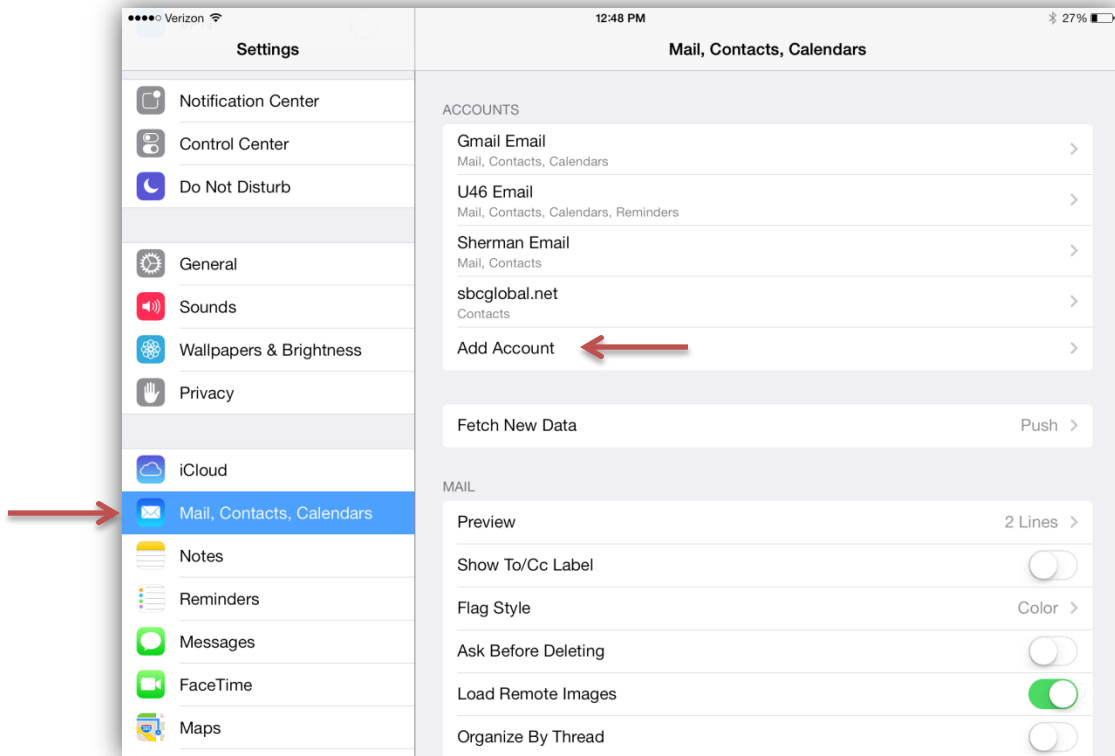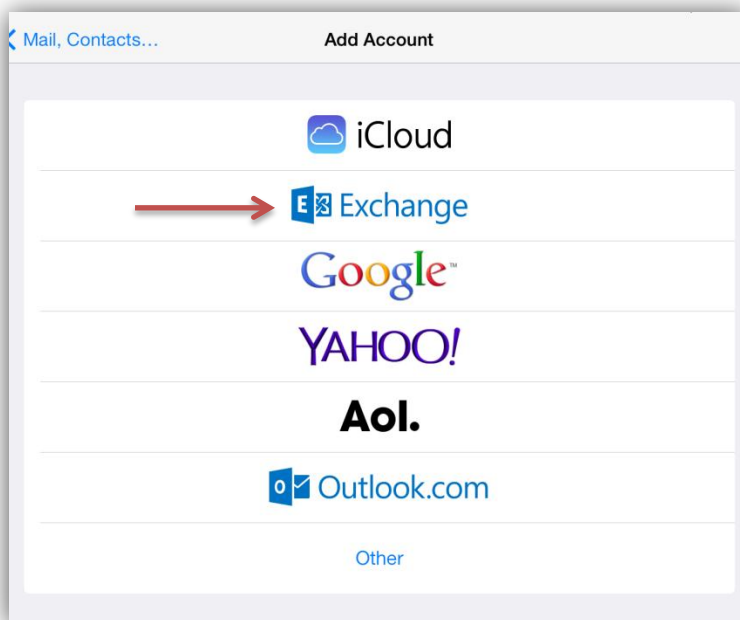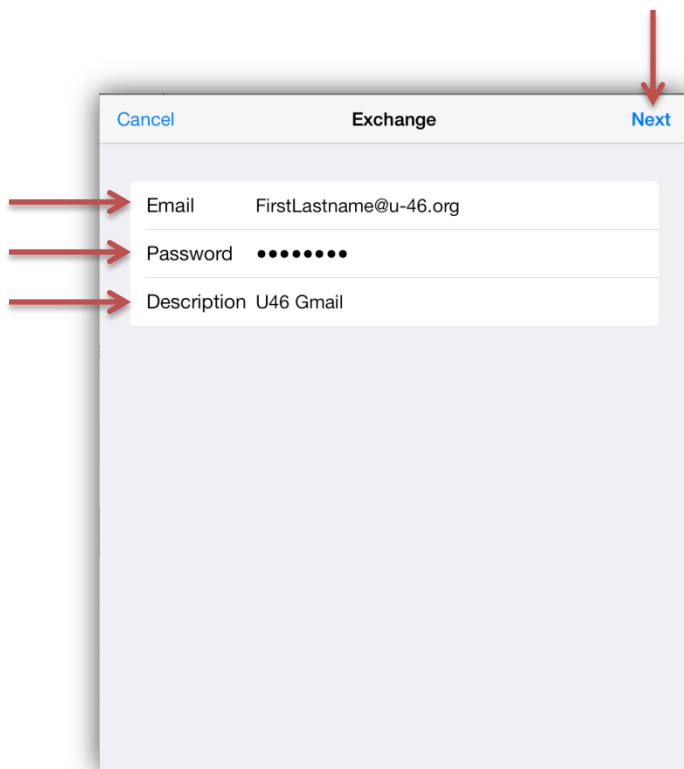# Setup U46 Gmail on an IOS Device

Click on the Settings App on your home screen

Scroll down to find the Mail, Contacts, Calendars settings and click on Add Account
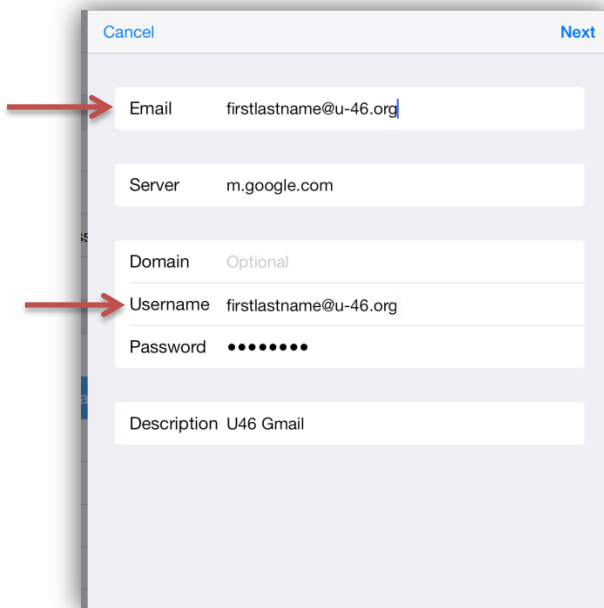

Choose Exchange

Email: Enter your full email address, FirstLastname@u-46.org
Password: Your current U46 email password
Description: I like to use U46 Gmail so we can know what account is sync'd
Then press Next on the top of the box

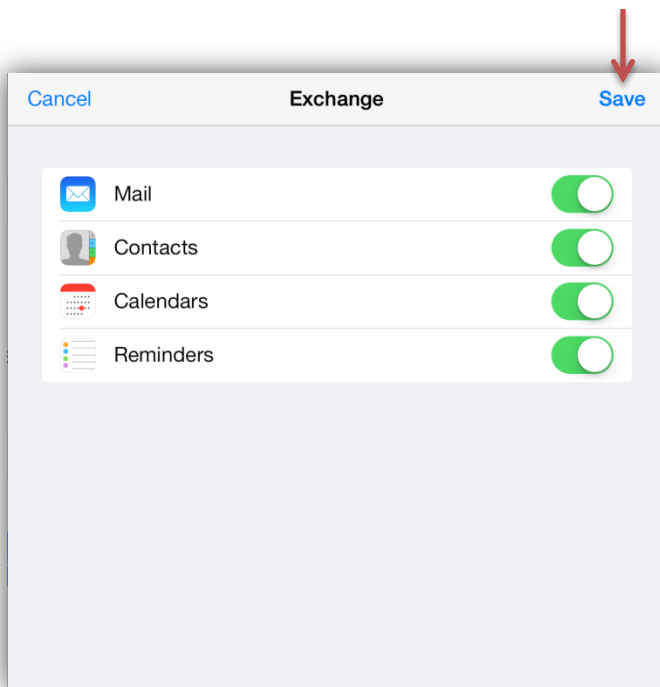Email: Should auto fill from the previous screen
Server: m.google.com
Domain: Leave Blank
Username: Enter your first and last name no spaces@u-46.org
Password and Description should fill in from the previous screen
Then Select next on the Next Screen. If everything is entered correctly there will be checkmarks
in all the fields and bring you to the next screen.

Here you can select what you want to sync to the device. When the button is green and to the right it will sync that feature. When done click Save on the top right corner. This will start to push your email, calendar, contacts and reminders to your device.

To receive and respond to meeting requests on your device, both **Mail** and **Calendar** need to be turned on, and **New events** needs to be enabled in your Google Calendar settings.

To enable 'New events', sign in to your Google Calendar using the web browser on your phone or computer. Go to **Calendar Settings > Calendars >** Click on the **Notifications** for the calendar you want to sync. Under **Email** check 'New events' (and any of the other Invitation settings you want enabled e.g. changed events, cancelled events, event responses), and click **Save**.