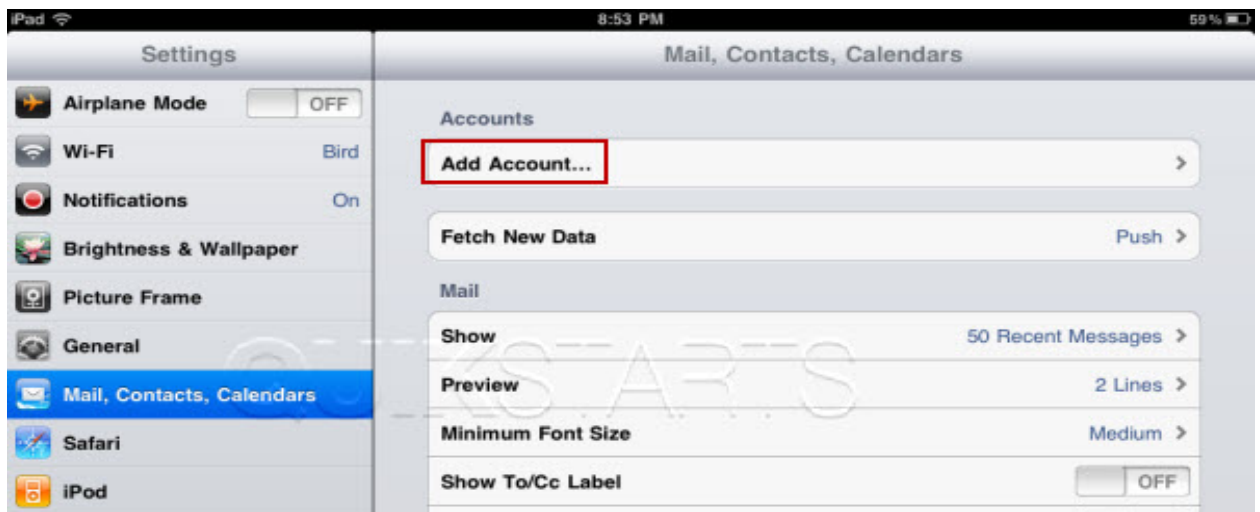


Setting up your E-mail on the iPad

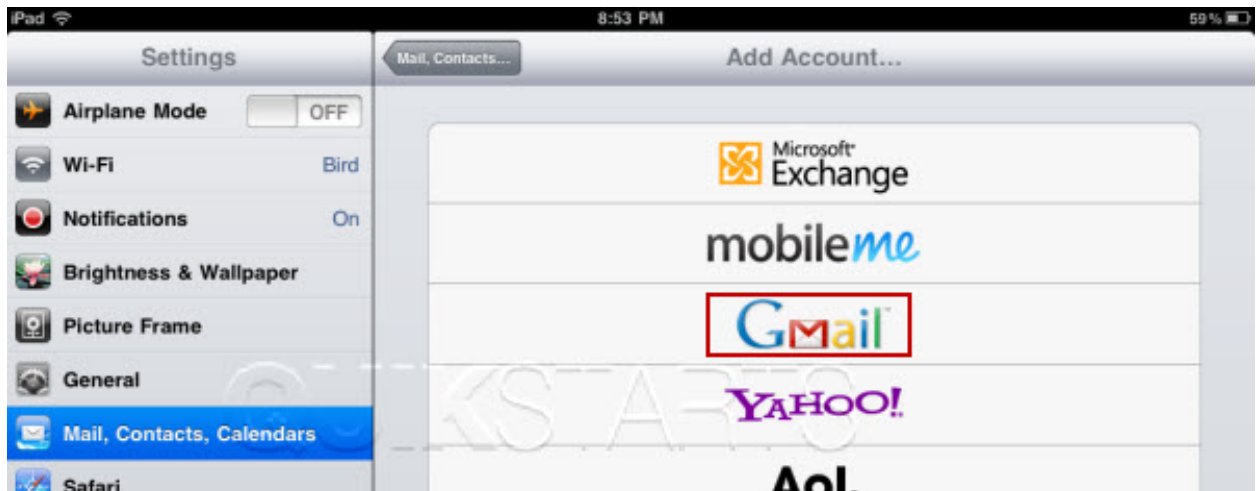
Below are step-by-step instructions on how to configure your SJSU Gmail on your iPad.



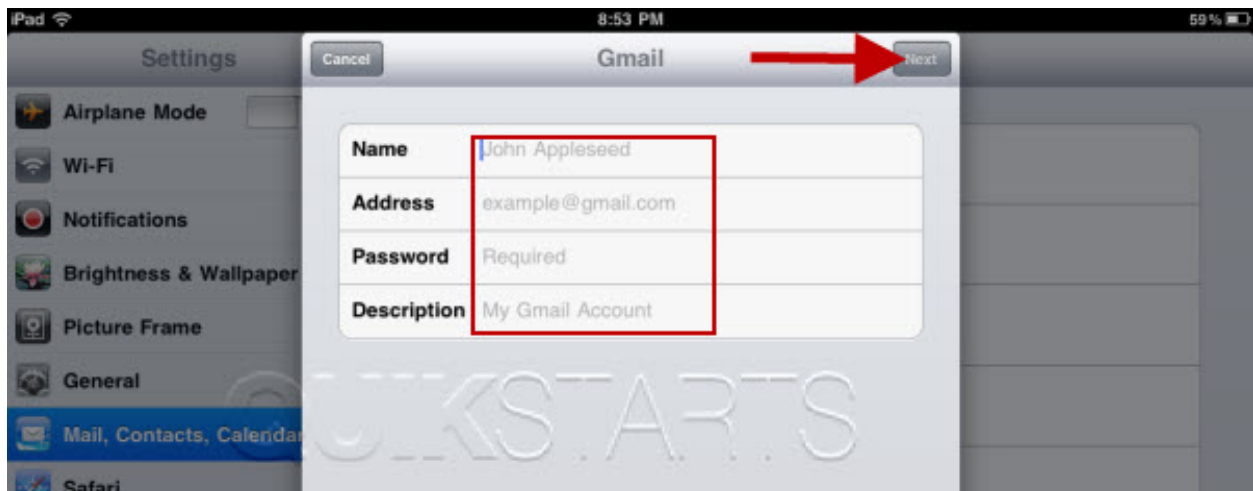
1. Click the Settings Icon
2. Select **“Mail, Contacts, Calendars”** in the left column and then Click on **“Add Account”**



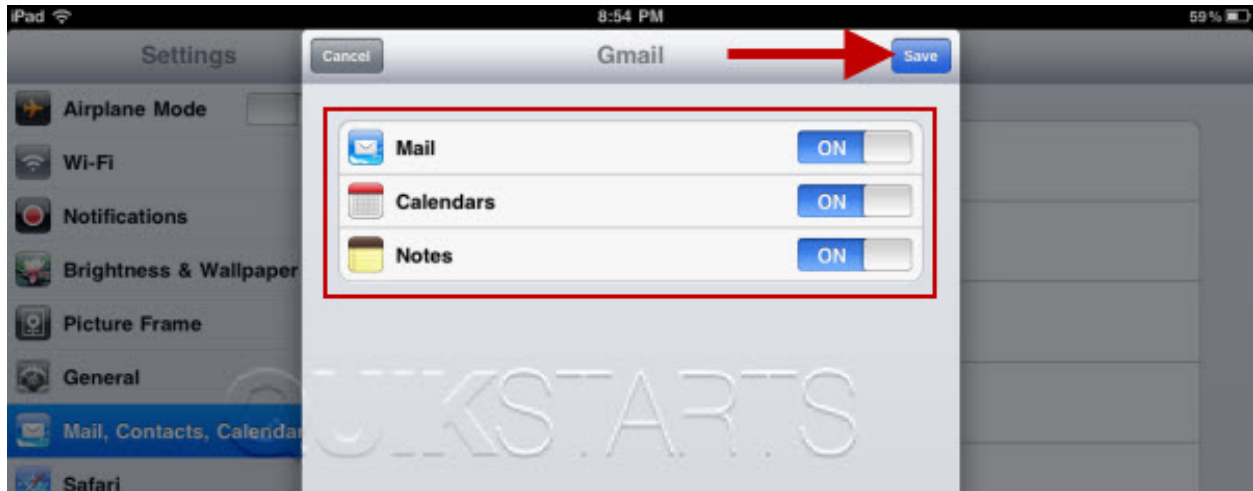
3. Select **Gmail** from the menu.



4. A form asking for your e-mail information will be displayed. Enter your Name, SJSU email id and its password. You may add a description, e.g. “work e-mail” or “SJSU e-mail”. After you are done, select “Next”.



5. Tap any of these options to opt out as needed or tap the "Save" button to keep the defaults. If you do not want the Google Calendar and Notes to show on the iPad, tap the "On" button to opt out."
6. Hit “Save” on the top right to finish setting up your e-mail.



7. Now, you can access you e-mail directly from the home screen by tapping the icon labeled “Mail”.