Setting up an Android phone to check your PRCC student email

1. Make sure you have the Gmail app on your phone.

2. After starting up the Gmail app, you should see the following screen. Touch the ‘Add account’ button at the bottom on the screen.

3. After you see the following screen, touch the ‘Next’ button at the bottom of the screen.
4. Now touch the ‘Sign In’ button.

5. Now enter your student email account and password, when done touch the ‘Sign In’ button at the bottom of the screen.

6. The app will then test the account as seen below.
7. Once the test is complete, it will ask if you want to Sync contacts, gmail and calendar. Check the boxes for each sync you want with your student account.

8. After you touch the ‘Finish’ button on the last screen, you will see the following screen explaining the syncing process, and give a note about the status bar.

9. Touch the ‘Finish setup’ button at the bottom of the screen when the sync is finished. You should now see the following screen showing you student email account.

10. Touch your student account and you should now see your emails.