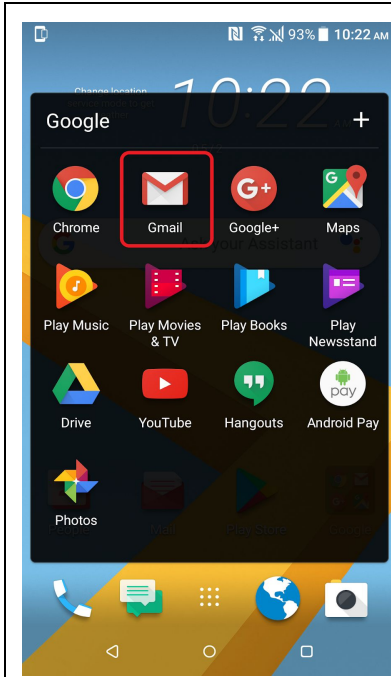
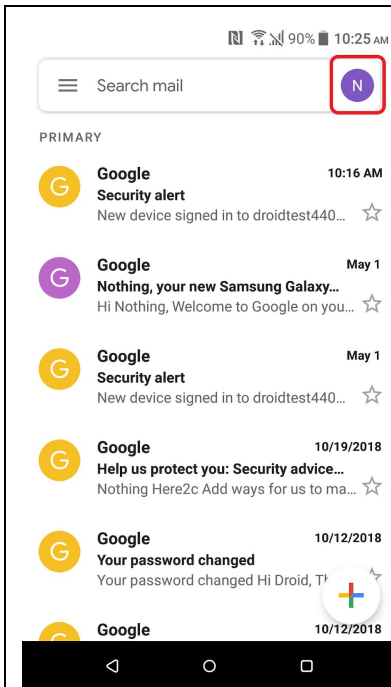


This guide is for adding CCSC Gmail to an Android based smart phone. If you had email on your phone prior to May 4 2019 you will need to remove that account from your phone since it will no longer work moving forward. You can do this by going to your settings and then accessing the accounts section. You will be looking for an “Exchange” email account with your work email address. Remove that account.

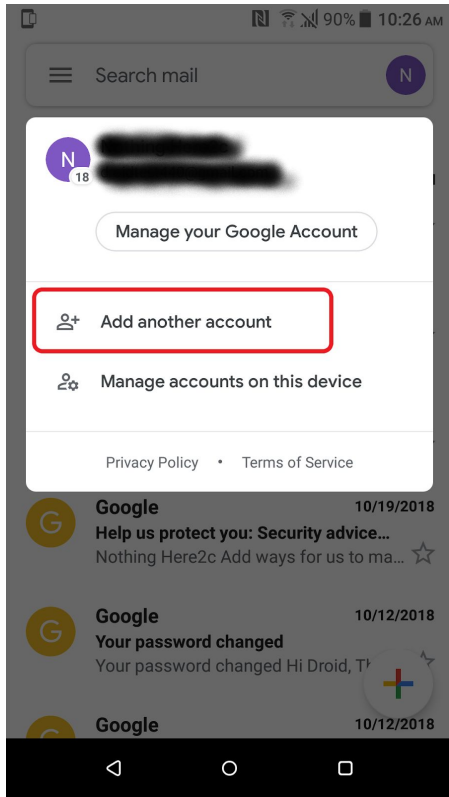


Locate the Gmail app on your phone. It should be in your apps or on your home screen somewhere. It may be in the Google folder. Select it.

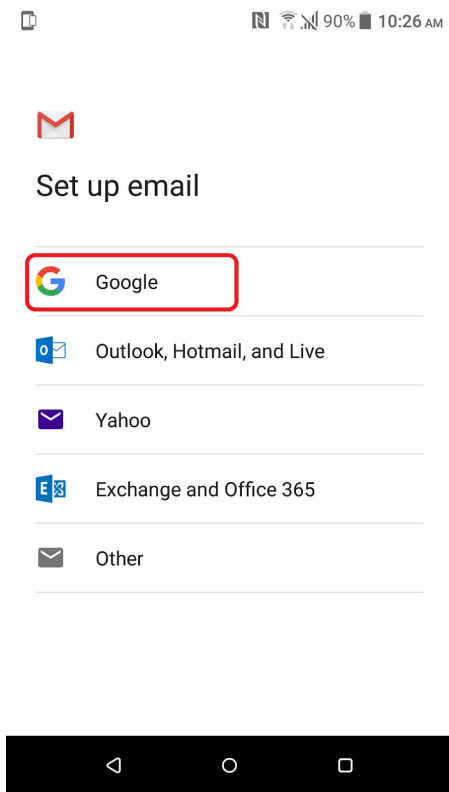
**If you do not have the Gmail app on your phone you will need to install it using the Play Store. Search for Gmail and then install.



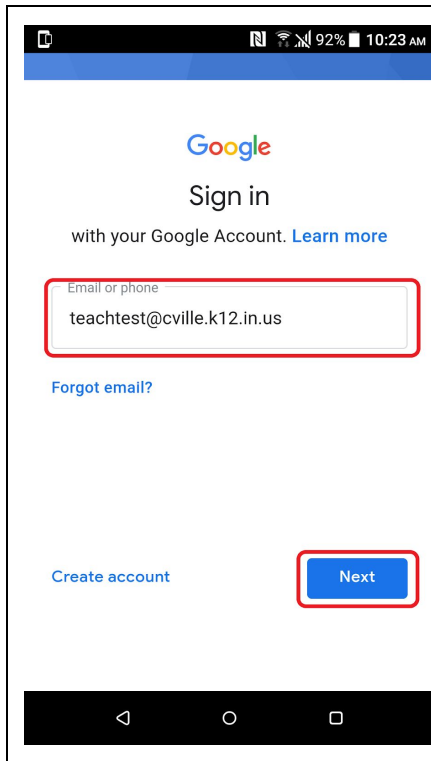
Typically you will have an email account on your phone already since google makes you use a gmail address. To add a new account select the round icon in the top left.



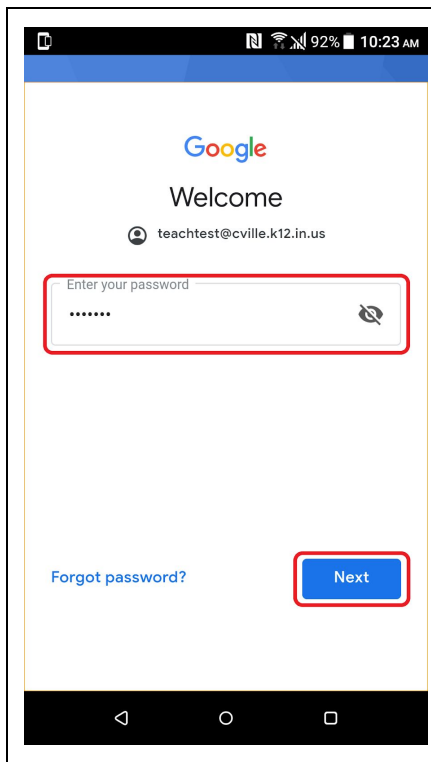
Select Add another account



Select Google



Enter your CCSC email address and click next



Enter your CCSC password and click next.

*Your account is now added to the phone. To check email open up the gmail app. You can switch between email accounts by selecting the top right circle and then selecting the email account from the list.