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# How to Set up Email on an Android Phone

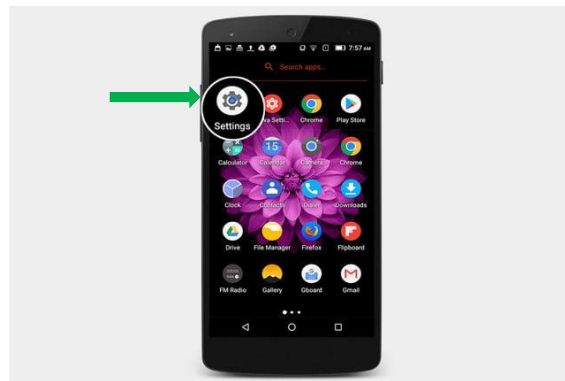
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## Accessing Gmail and Calendar on your Android device

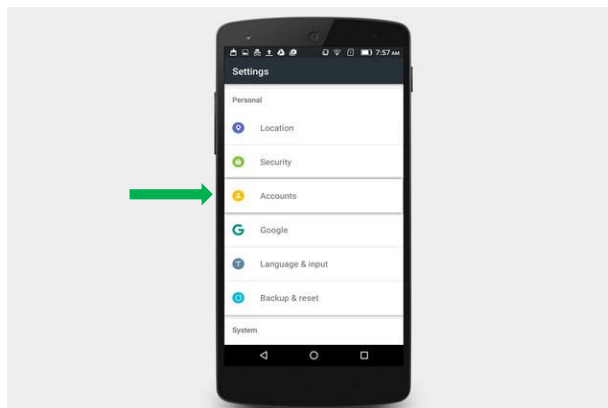
Most Android smart phones already come pre-installed with Gmail, Calendar and Contacts; however, models may vary as well as set-up. If you find yourself having problems syncing your mobile device, please call the helpdesk at 480-517-8600.

To set up your Android mobile phone follow the steps below:

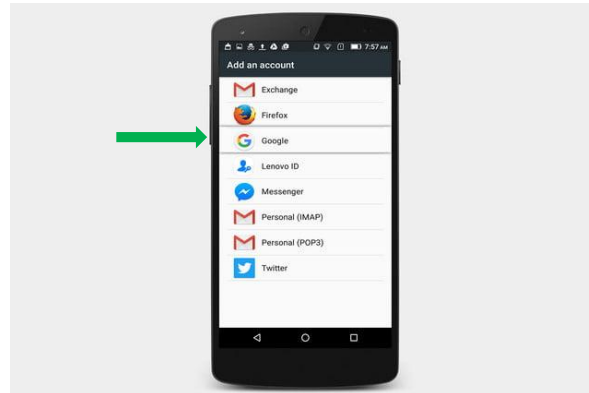
1. Select settings.



2. Go to Accounts and select Add account.



3. Select Google



**NOTE: Your smart phone may ask “Do you want to add an existing account or create one?” Select “existing” since you already have a Maricopa email account.**

4. Sign into your Maricopa Gmail account using [MEID@riosalado.edu](mailto:MEID@riosalado.edu) and district password.
5. Click the forward arrow and agree to Terms and Conditions

**Note: If you receive the option to update to Google+, click “Not Now.” If prompted for approval to send email communications from Google Services, uncheck the box if you do not want to receive these messages.**

6. Click the forward arrow
7. Select times you may want to sync such as Calendar, Gmail and Contacts. Uncheck items you don't want synched if prompted.
8. Click the forward arrow.

**Note: It can take a few minutes to synch.**

9. Once your account has synched, exit settings and open the Apps feature on your smart phone.
10. Click on the Gmail app.

**Note: If you have multiple email accounts, you may have to click and select your employee account.**