Connecting Your Mobile Devices to Google Apps

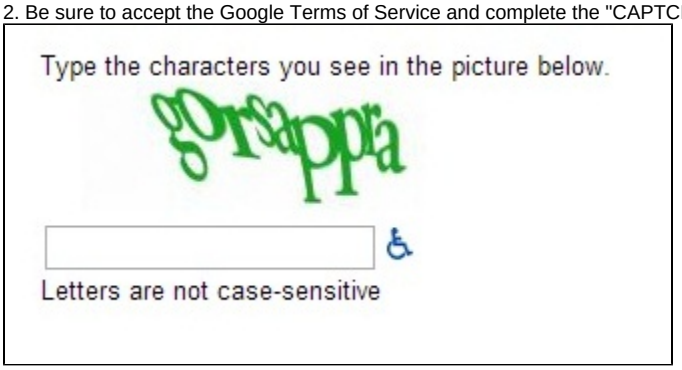
Instructions for specific devices are below. You can click on the images to see them larger.

Before you begin

The Terms of Service for using Google Apps is only available on the web, so before you set the account up on a mobile device, you will need to access your Drew Google account on the web. You only need to do this once, so if you've already logged in to your Google Apps account, you do not need to repeat this step.

1. Sign into your Drew Google account on the web. The easiest way is to simply go to http://mail.drew.edu.

2. Be sure to accept the Google Terms of Service and complete the "CAPTCHA."



3. Proceed to the instructions for your device.

> **Enable IMAP**
>
> Currently, users must explicitly enable IMAP before they are able to connect Mac Mail, Thunderbird, or another mail client to their account, or to set up their mobile device using the default Gmail settings. This must also be done from the web. Please visit https://support.google.com/mail/troubleshooter/1668960?hl=en#ts=1665018 to see how to enable IMAP.

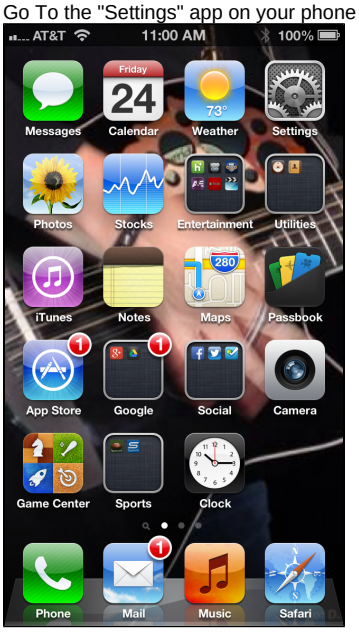
iOS (iPhone, iPad)

Adding your Drew account as a Google account

Some people may notice that they won't have access to Drew's global contact list in older versions of iOS using this method (this means you will see auto-fill work for people you have emailed in the past, but possibly not for Drewids you've never emailed before).

> The images below are for reference only; your phone will most likely look different.

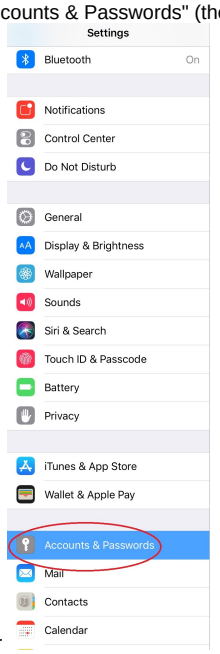
1. Go To the "Settings" app on your phone or iPad.



2. Select "Mail, Contacts, Calendars" or "Accounts & Passwords" (the name of this option seems to change with each update to iOS).



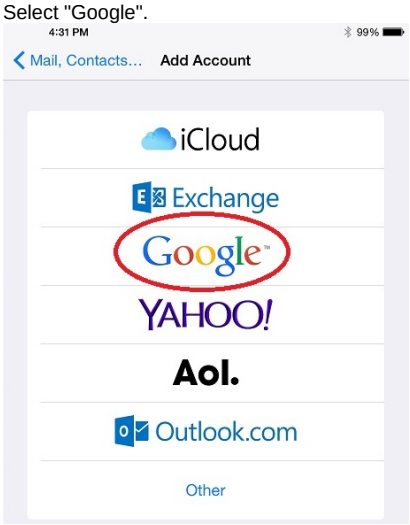
or



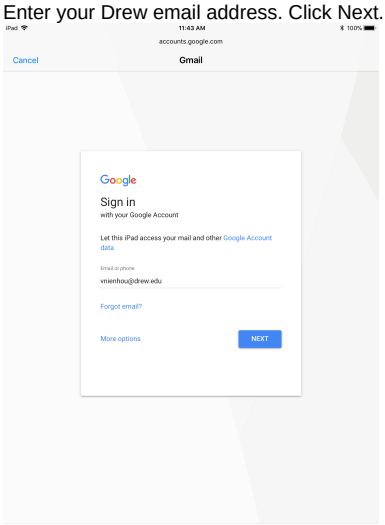
3. Select "Add Account".



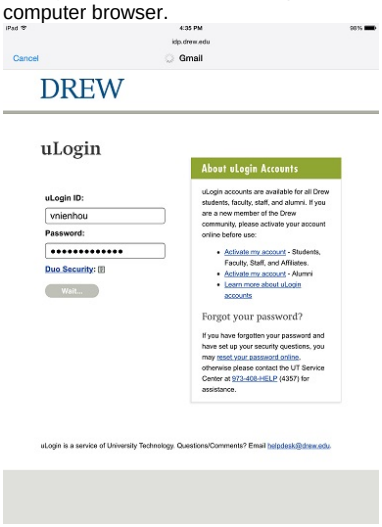
4. Select "Google".



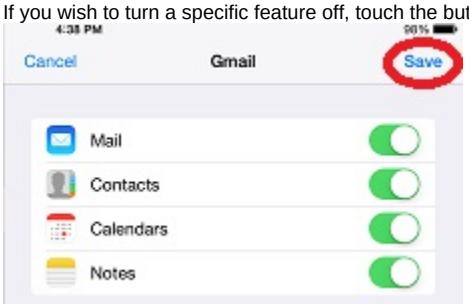
5. Enter your Drew email address. Click Next.



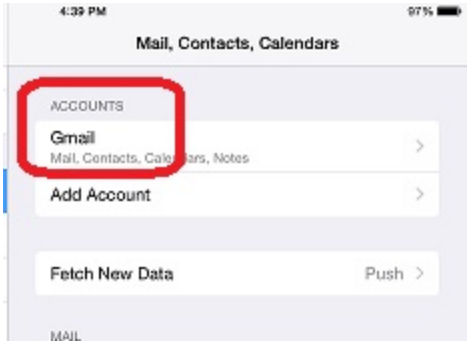
6. Enter your Drew username and password. Choose Login. If you are using Duo Security, approve the login the way you normally would on a computer browser.



7. If you wish to turn a specific feature off, touch the button to the right of that feature. When satisfied, choose Save in the top right.



8. You should now see a Gmail account in the Accounts list.

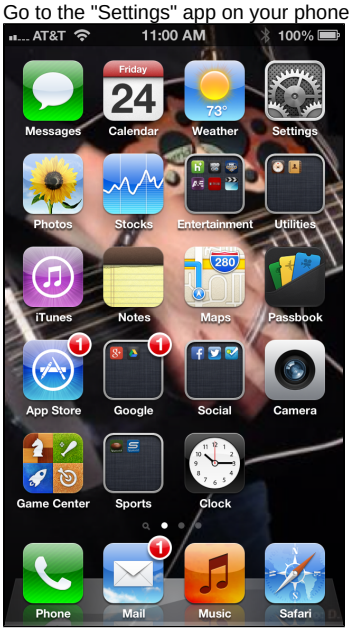


Note: "Push" is not supported with Google Mail viewed in the native iPhone Mail app, which means your phone may not routinely check for email messages. To check how your phone is set up, go to Settings > Mail > Accounts > Fetch New Data. Make sure your Drew account is set to "Fetch" and scroll down to set how often you would like your phone to check for new emails.

Adding your Drew account as an Exchange account

For most people, these options are not necessary. Because they are also harder for most people, we advise against adding the Drew account as an Exchange account at this point in time.

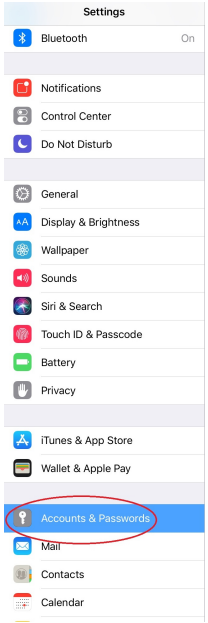
1. Go to the "Settings" app on your phone or iPad.



2. Select "Mail, Contacts, Calendars" or "Accounts & Passwords".



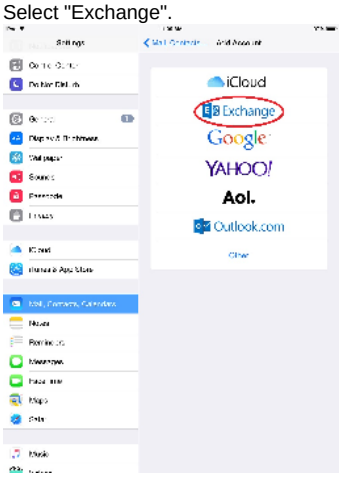
or



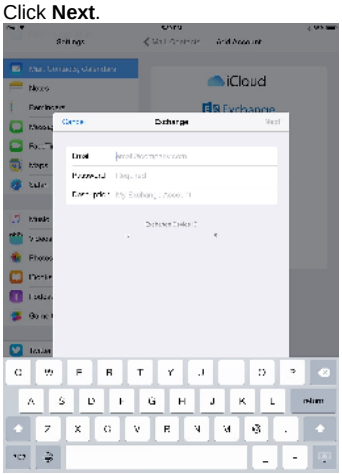
3. Select "Add Account".



4. Select "Exchange".



5. Enter your Drew email address and uLogin password or if you have enrolled in the Duo Two-Factor Authentication service, your device password (device password can be found at drew.edu/duo) in the fields on the screen. In iOS 11, enter only your Drew email address.
    a. Use an informative name for Description such as "Drew Email".
    b. Click **Next**.

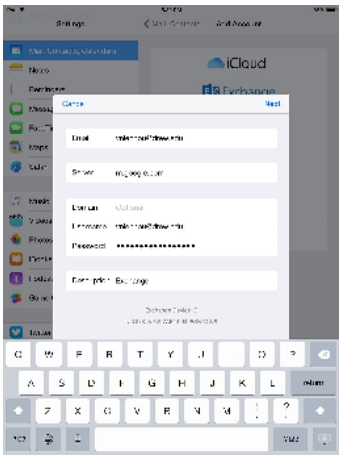


    c. If prompted to send data to Microsoft or configure manually, choose "Configure Manually", then provide your password (or device password) and click Next again.
6. Enter the following information into the open fields.

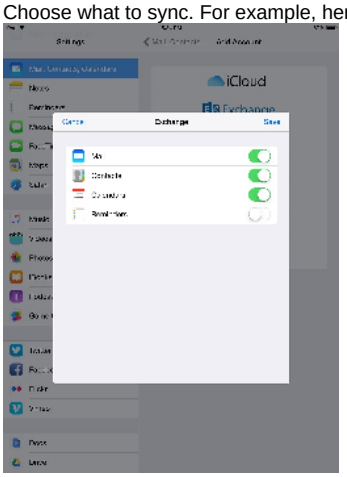
Email= username@drew.edu (should be filled in from prior screen)
Server= m.google.com

Username= username@drew.edu
Password= Your Drew uLogin Password, or if you have enrolled in the Duo Two-Factor Authentication service, your device password (should be filled in from prior screen).

When you are finished entering all the information please click on **Next**.



7. Choose what to sync. For example, here we turned off "Reminders" sync. Click **Save**.



Note: The password for your account will not actually be checked until you select "Save" above. Thus if the password was not entered correctly you may be prompted to reenter it.

Android

(most Samsung, HTC, LG, Motorola smartphones, Android tablets)

Android phones have native support for Google Services built in. To configure your Android device, first follow Google's instructions for the Device Policy. Then you can sign in to your Drew Google account following these instructions.

You can have multiple Google accounts on your phone and it will show contacts and calendars for all of them (calendars from different accounts have different colors by default). Most other Google apps on the device allow you to switch which account is active or switch between accounts interactively. The newest Android phones will also require you to set up a work profile.

Different Android phones from different vendors will look different.

Read the procedure for an Android phone (v 5.0 and later) by clicking on the expand link below:

1. Go to the "Settings" app on your phone.
2. Go to "Accounts" and find the option to "Add account":
3. Select the "Google" option.
4. You may be prompted to verify that you are allowed to add an account on your phone; do so (this depends on your security settings).
5. Enter your Drew email address.
6. Choose **Next**.
7. Choose **Accept** (if you do - if you don't, you can't add your account).
8. Log in to the uLogin page with your Drew username and password, approving a Duo request if relevant.

Note: You may be prompted to install the Android Device Policy, if you have not already done so.

Note: You may be prompted to set up a "work profile". You can learn more at Google's support page or our support page.

Android Device Policy

Faculty/staff users: Under our policy on the responsible handling of University data, Android users who connect their Drew account to their device are required to install and configure the Android Device Policy app for their device. This will allow Drew to lock or wipe the device in the event that it is lost or stolen, and will allow Drew to protect sensitive University data that might be available in Gmail, Drive, or stored on the device.

You will be prompted to install the app when adding your Drew email to your phone.

In the event your device is lost or stolen, you can go to https://www.google.com/apps/mydevices/ to locate the device on a map, activate an alarm, remotely lock the device, or remotely wipe it. University Technology can also wipe the device remotely if desired.

Reviewed June 14, 2023