## FAQ – HOW DO I SYNC MY WILKES EMAIL USING IPHONE/IPAD?

### Purpose

• This guide lists the steps for syncing Wilkes email with an iPhone or iPad

### Requirements

- iPhone or iPad
- Active Wilkes account

#### Notes

• Make sure you have logged into http://ewilkes.wilkes.edu at least once to make sure your Google email account is active and functional

#### Process

1. Open Settings



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#### 2. Scroll down and select Mail

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	Settings	
•	Passwords	>
	Mail	
۲	Contacts	>
-	Calendar	>
	Notes	>
	Reminders	>
ݱ	Voice Memos	>
	Phone	>
0	Messages	>
	FaceTime	>
0	Safari	>
	Translate	>
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\$	Shortcuts	>
	Health	>
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#### 3. Select Accounts



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- 4. Select Add Account
- 5. Select Google
- 6. Sign in with your Wilkes email address (including @wilkes.edu) and password

	50.50	
Cancel	Gmail	
Google		
Sign in with your Google A	ccount	
Let this iPhone acc data	ess your mail and othe	r Google Account
Email or phone		
Forgot email?		
More options		NEXT

7. You will be redirected to the Wilkes Portal sign in page. Sign in with your Wilkes username (excluding @wilkes.edu) and password

Wil	kes University Sign In
Username	
Password	
	LOGIN
Forgot Password	
By signing onto thi of Use. Violation privileges and/or di	s portal, you agree to abide by its Terms to could lead to restriction of porta sciplinary action.

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8. Choose what items you wish to sync and then select Save



9. Your Wilkes email account is now synced