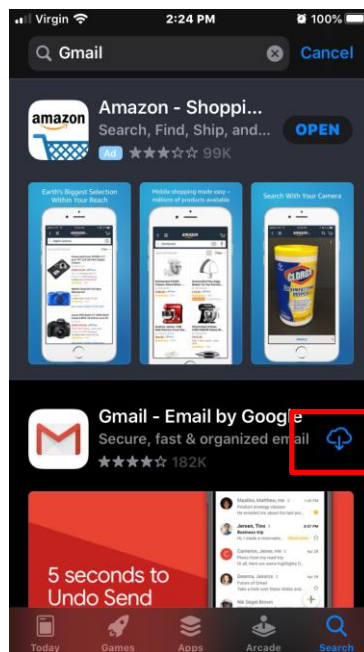


How to Make a Gmail Account on an iPhone

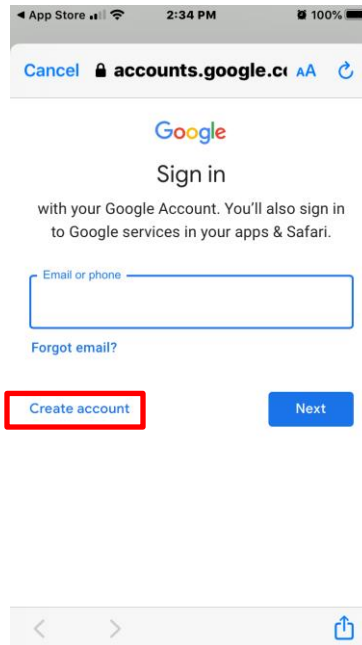
1. On your phone, you will have an application store from which you can download social media apps, games, and more. It will look like the icon below. Click to proceed.



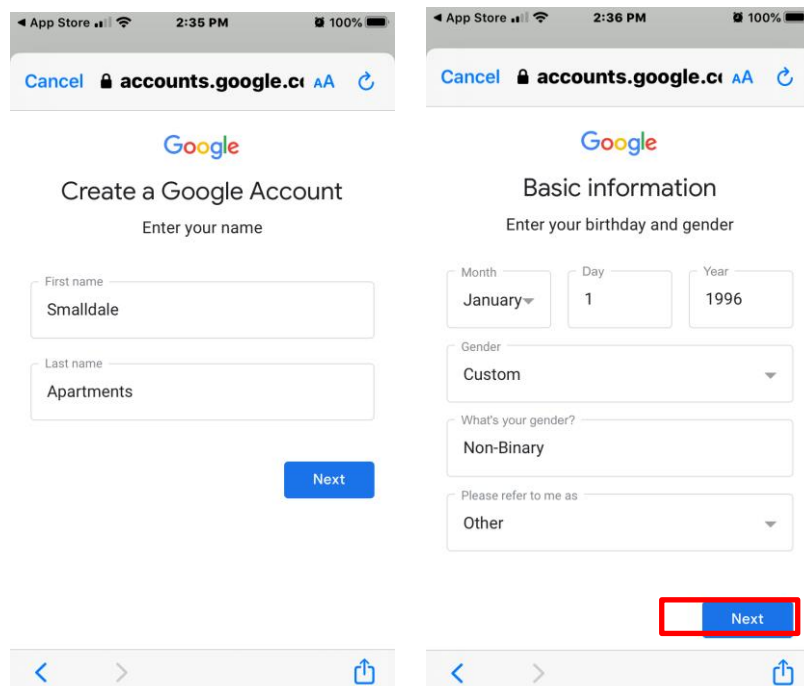
2. In the search bar of the app store, type "Gmail". Click the download button.



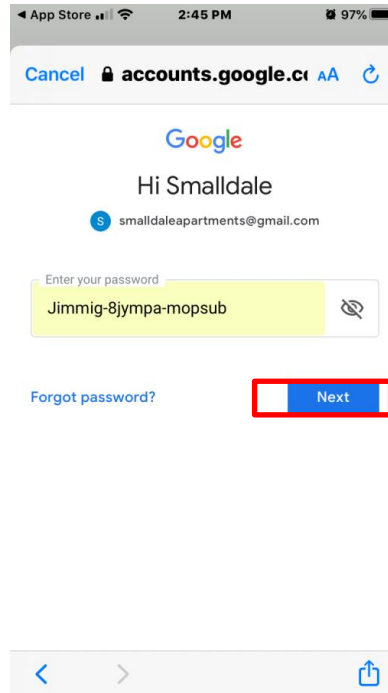
3. You'll be taken to the sign in page. Click "Create account" (shown below in the left-hand corner).



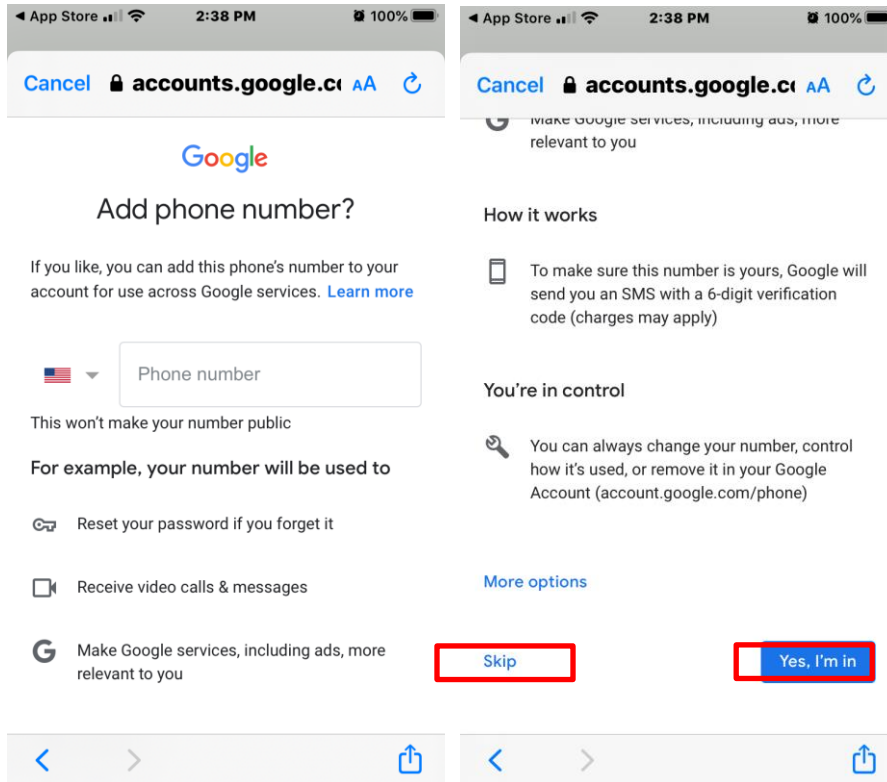
4. Enter required information: first and last name, and basic information.
 - a. Tips for usernames: be sure to avoid using usernames that may be characterized as unprofessional like references to substances, sexual acts, race, religion, or gender marks. Also, avoid using too many numbers in your username as it can become confusing or hard to remember.



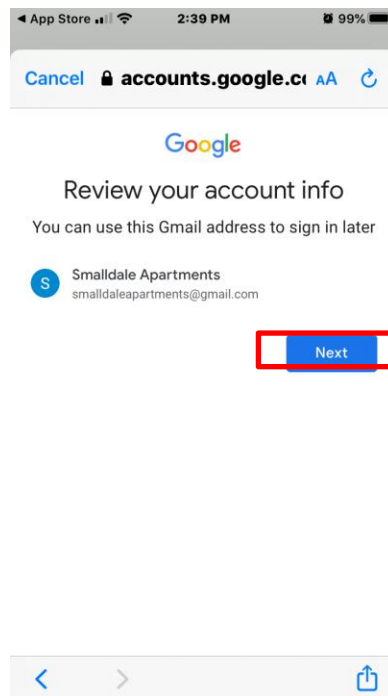
5. Choose your Gmail address and create a strong password. (In some cases, a password is generated for you.) We chose "smalldaleapartments@gmail.com" as our Gmail account.



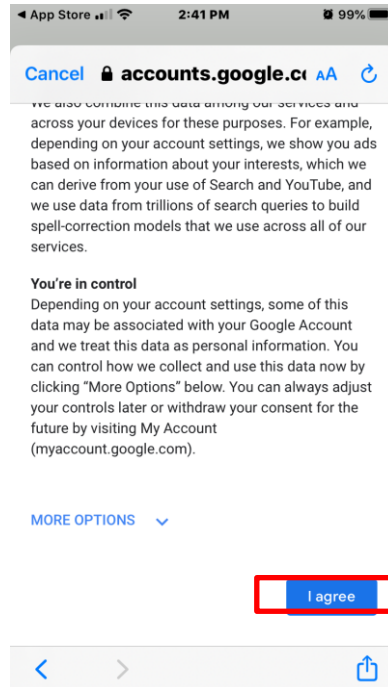
6. Add a phone number for extra protection. (This is optional. You can skip this step by clicking on "skip" on the bottom left corner of the screen.)



7. Review your account information, then click next.



8. Read the Privacy and Terms and click "I agree" in the bottom right hand corner, and you're done!

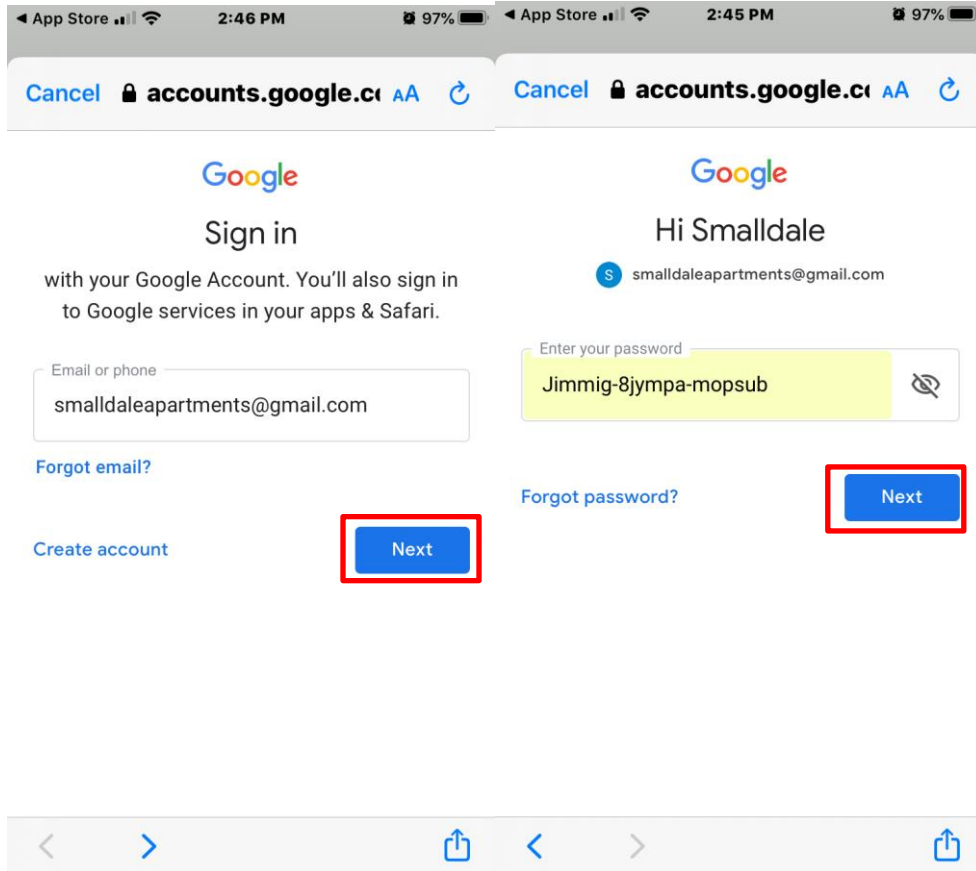


How to sign into your Gmail account

1. Open the Gmail app on your iPhone.

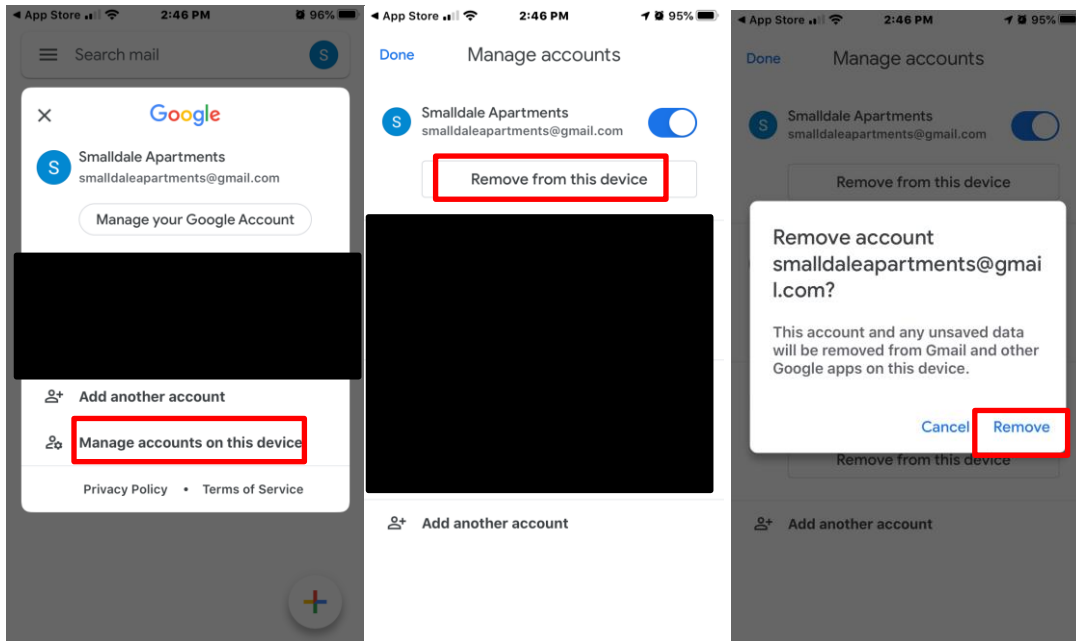


2. Type your username (your email address) and password, then click Next.



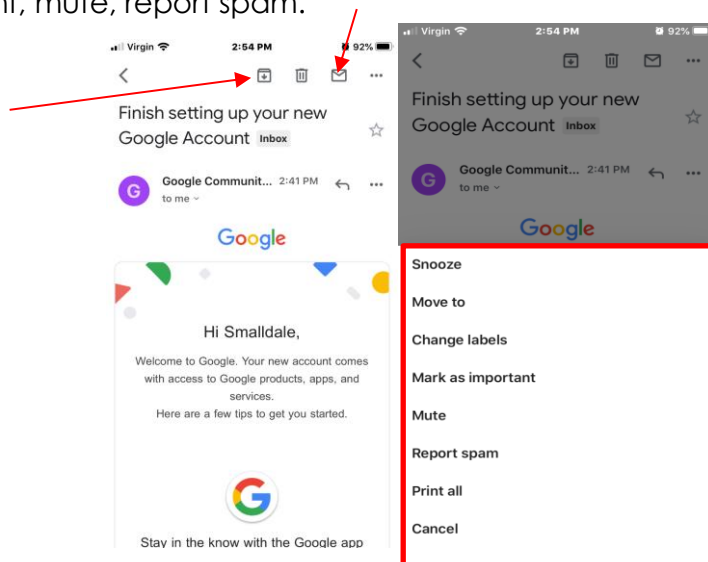
How to sign out

In the top-right corner of the page, locate the circle that has your first initial (if you've already selected an avatar image, it will show the image instead). To sign out, click "manage accounts on this device" and select "remove from this device."

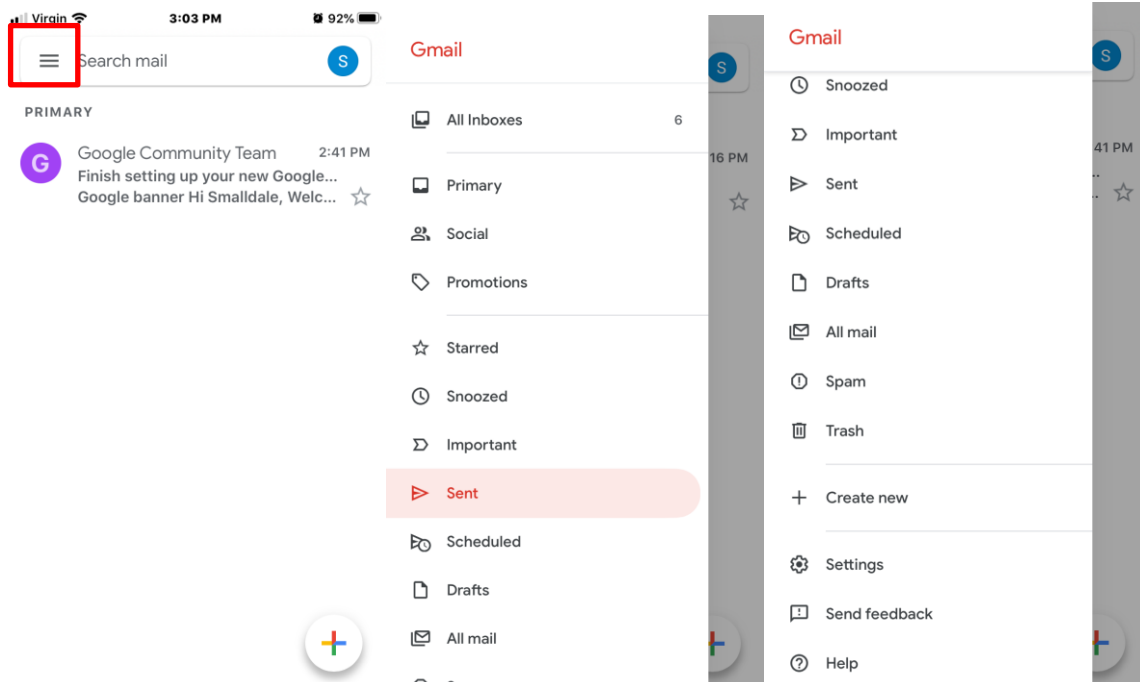


Understanding your Gmail account

After selecting an email, you'll see the following at the top: Archive (folder with arrow), Trash Can to delete emails from your inbox, and an envelope to turn an email from "read" to "unread". If you click on the three dots at the top right, you'll see more options to utilize for that particular email: snooze, move to folders, change labels, mark as not important, mute, report spam.

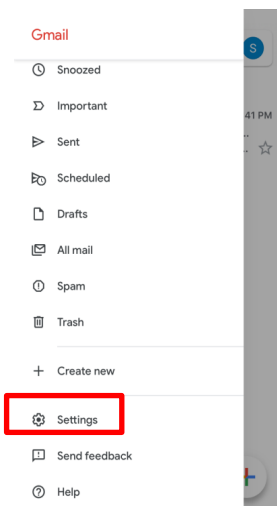


Going back to your inbox, if you click on the three lines at the top left corner of the screen, you'll see the following options: All inboxes, Primary, Social, Promotions, Starred, Snoozed, Scheduled, Drafts, All Mail, Spam, and Trash. Below that you'll also see "create new" if you want to create a new folder, settings, send feedback, and help.

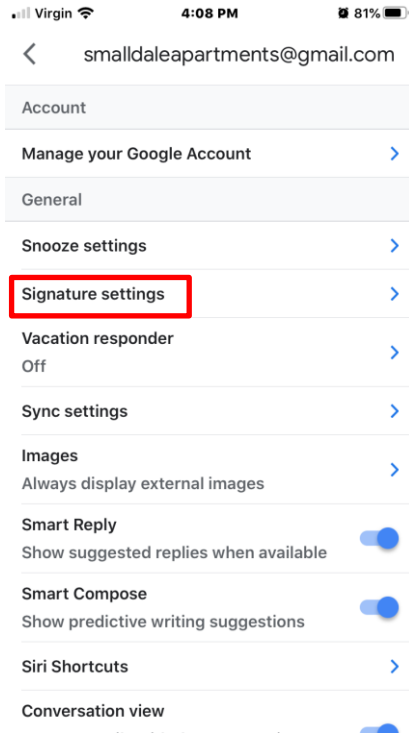


Creating an Email Signature on iPhone

1. Hit the three lines at the top right and scroll down to settings. (If you have more than one Gmail account, click on the one you want to add the signature to.)



2. In settings, go to signature settings under the general tab.



3. Toggle the switch to blue so that mobile signature will be turned on. Then type in your signature. (Unlike on the computer, it doesn't allow you to add photos to your mobile signature.)

