Setting up GaelMail on iOS
(for Faculty and Staff)

Cloud

IT Services recommends that you access GaelMail using your browser. You can access Gmail through an iOS device such as iPhone or iPad instead, but you will lose several of Gmail's unique and powerful functions. If you still wish to use Gmail through an iOS device, follow the instructions below. (Note: that is for Faculty and Staff only; students’ setup is on another document).

Setup

1. Go to Settings on your device and open Mail, Contacts, Calendars and press on Add Account...

2. Select Microsoft Exchange

3. Enter your St. Mary's email and password under the appropriate boxes. Description can be anything as this will label your GaelMail account on the Mail app (ex. GaelMail, SMC, etc.). Press Next when finished. If a pop-up that reads “Unable to Verify Certificate,” choose Cancel.

4. Type m.google.com in Server. Do not put anything under Domain. For username, enter your St. Mary's email and press Next. If every thing is correct, there should be checks beside each box that was filled in.

5. Keep Mail and Calendars on and press Save.

6. Check to see if the sync worked by seeing if you can access your mail with the iOS device

7. Because Calendar is on, the Gael Cal needs to be deleted in order to prevent duplication of events. Go back to Settings and Mail, Contacts, Calendars and select the Gael Cal. Scroll until the red Delete Account button can be seen and delete.

8. Your device is now set up to run GaelMail!