

Setting up Harding Email, Calendar, & Contacts on an Android Device

Please note: The screenshots in this document may look a little different than the screenshots on your actual Android device due to the different variety of Android devices. You should be able to find the settings needed using these screenshots.

Setting up Harding email on your Android device is fairly simple. **It is better to set up your Harding email as a “Google Account” and not as an “Email Account.”** When you set up your Harding email as a “Google Account,” you can sync your Harding calendar and any contacts that you may have saved in your email account. It will also allow you access to the “Google Play” store, where you can download additional apps.

 Go to “Settings”

 Click on “Add Account”

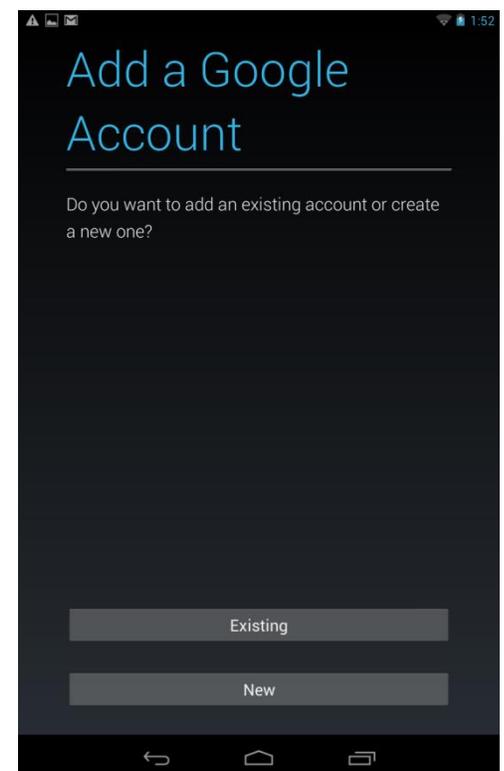
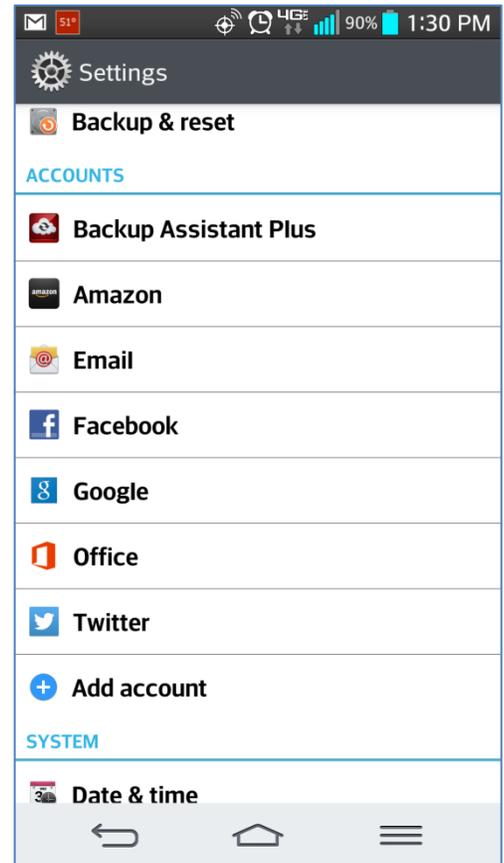
You may need to scroll down a bit. On older Android devices, you may need to click on “Accounts,” and then click on “Add Account”

 Click on “Google” -- it is better to use the Google/Gmail client rather than the generic “Email” client – if you decide to use the generic “Email” client, you will need to change some additional settings (see other documentation)

 You should see a screen asking if you want to set up an existing Google account, or if you want to create a new Google account

You do not want to create a Google account; your account has already been created

 Click on “Existing”



-  The next screen will ask you to sign into your Google account; it will ask for an email address and a password
-  Your email address is **your full Harding email address that ends in @harding.edu**
-  Your password is the same password that you use to log into Pipeline



-  The next screen will ask you what options you want to sync with your device – select all that you would like to sync
-  Your should now be able to access your Harding e-mail with your Android device
-  If you have questions, please give the DormNet Help Desk a call at (501)279-4545

