Instructions on Setting Up a Fairfield University Gmail Account for an iPhone

This guide will assist you in linking your Fairfield Gmail account with your iPhone, so that you receive emails directly in the “Mail” app.

1. In order to forward your Fairfield University email on your phone, you must first enable “IMAP” in your Gmail settings. To do this, log into your student email on a laptop or desktop computer. Once you are in the inbox, click the gear icon, and then settings.
2. Click the tab that says “Forwarding and POP/IMAP”.

3. Select “Enable IMAP”, and then click “Save Changes”. Now you are done and you’ve enabled the “IMAP” function. You are now ready to start setting up your mail on your iPhone.
4. Now on your iPhone, go to the “Settings” app by selecting it from your home screen.

5. Scroll down until you see “Mail, Accounts, and Calendars”. Select this item.
6. The first option on this screen will say “Add Account”. Select this option, and then choose “Gmail” from the list on the next screen.

7. On this screen, enter your information. The email address will be your school email address (student.name@student.fairfield.edu).
8. After logging in, you will be asked what items of your account you will want to sync. After choosing, the process will complete.

![Gmail for iPhone](image1)

9. You can also choose if you want your mail to sync automatically, or only when you check the app. You can do so by selecting “Fetch New Data” and choosing how often you want your inbox to refresh.

![Adding Account](image2)

![Fetch New Data](image3)
10. Now, all of your email will be accessible within the mail app.

If you need further assistance or have additional questions you can contact the Fairfield University Student Computing Help Desk.

Student Computing Contact Information
Phone: (203) 254-4069 Option 1
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