## How to set up Gmail, Google Calendar, and Google Contacts on your iPhone or iPad

If you want to add your Google account to your iPhone or iPad's system apps, you'll want to go to **Settings > Mail** or **Calendar** or **Contacts**.

Under the hood, Apple is using the open standard IMAP, CalDAV, and CardDAV services to handle syncing Google services; unfortunately, Gmail retro-fitted support for IMAP, and it can be quirky at times—especially if you like Gmail's labeling system.

If you want to use the built-in iOS Mail app and its unified inbox, however, and you don't have a paid account, it's your only option.

- 1. Launch the **Settings** app from your Home screen.
- 2. Tap on Mail, Contacts, or Calendar.
- 3. Tap Accounts.
- 4. Tap on Add Account.



- 5. Tap on Google.
- 6. Enter your **login information** for your Google account and tap **Next** after each step.
- 7. Tap the **switch** next to each Google service you'd like to sync. If you have existing local mail, calendars, contacts, or notes, you'll have to either tap **Keep on My Phone** or **Delete** each time you enable a service.



## 8. Tap **Save** in the top right corner of your screen.

After you save your account, you can access your settings at any time by tapping the **Gmail** entry under the **Accounts** header. If you'd like to change the description from "Gmail" to something more apt, tap the **Account** button, then tap the **Description** field.

You can also choose to run Google's services in Google's own iOS apps. Go to <u>http://itunes.apple.com/</u>, or the iTunes/App Store on your device, and search for Gmail, Google Calendar or any other Google Apps (direct links below).

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