

	Revision:	2.0		
	Effective Date:	8/13/2015	Revision Date:	1/26/2018
	Last Revised by:	Help Desk	Document Owner:	Help Desk
FAQ – How do I sync my Wilkes email using an iPhone or iPad?				

Purpose

This guide lists the steps for syncing Wilkes email with an iPhone or iPad.

Requirements

1. iPhone
2. Active Wilkes account

Notes

Make sure you have logged into <http://ewilkes.wilkes.edu> at least once to make sure your Google email account is active and functional.

Process

1. From the Home screen, select **Settings**.



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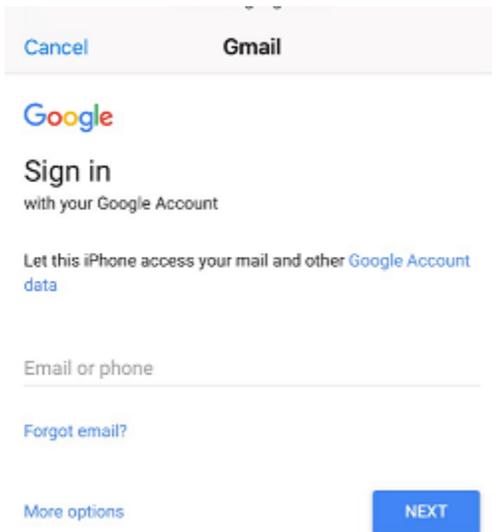
2. Scroll down and select **Accounts & Passwords**.



3. Select **Add Account**.



4. Select **Google**.
5. Sign in with your Wilkes email address (include the @wilkes.edu) and password.

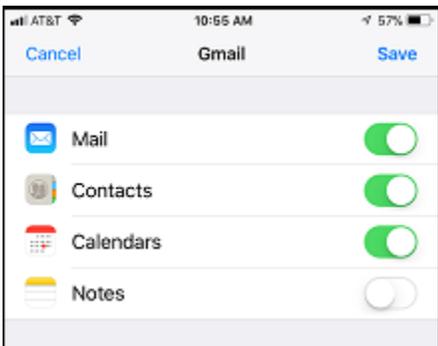


6. You will be redirected to the Wilkes University Sign In page. Sign in with your Wilkes username (do not include @wilkes.edu) and password.

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7. Choose what items you wish to sync and then select **Save**.



8. Your Wilkes email account is now synced.