

FAQ – HOW DO I SYNC MY WILKES EMAIL TO MY ANDROID DEVICE?

Purpose

- This guide walks through the steps to add a Wilkes email to an Android device

Requirements

- An active Wilkes email
- An Android device

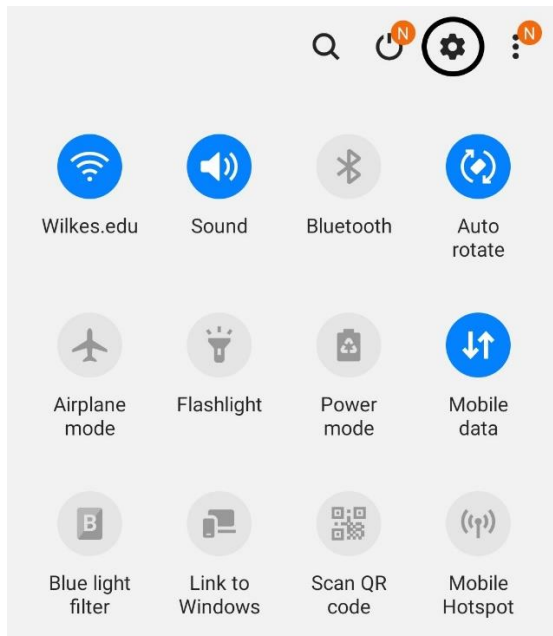
Notes

- Make sure your device is fully up to date

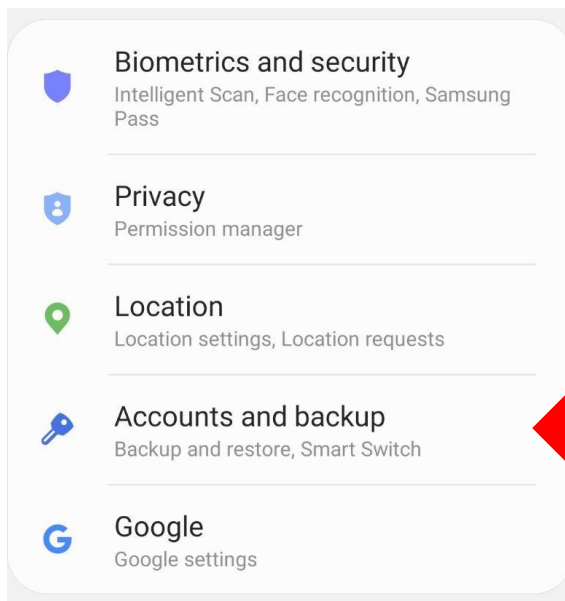
Process

1. Swipe down on very top of unlocked phone screen

2. Press the **Settings (gear)** icon at the top right of the screen



3. Scroll down and select the **Accounts and backup** option



4. Inside Accounts and backup, select the **Accounts** option
5. Inside Accounts, click **Add account**
6. Select **Google** and enter your full Wilkes email



Sign in

with your Google Account. [Learn more](#)

[Forgot email?](#)

[Create account](#)

Next

7. On Choose an account page, select the **Google Workspace Account** option and click **Accept**

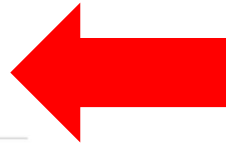


Choose an account

There are two existing Google Accounts for student.clinic@wilkes.edu. Which account do you want to use?

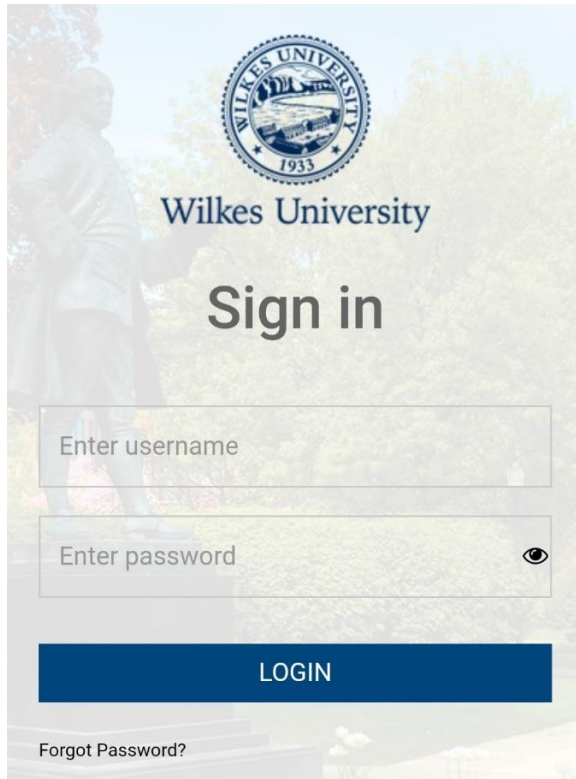


Google Workspace account
An account owned by wilkes.edu



Personal Google Account
An account you created with Google

8. On the Portal login page, sign into your account with your Wilkes username and password and answer any security questions or phone verification



9. Once verified, email will be added to the Android device and can be viewed inside the Gmail app pre-installed on the device