

FAQ – HOW DO I SYNC MY WILKES EMAIL USING IPHONE/IPAD?

Purpose

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

Requirements

- iPhone or iPad with iOS 18 or higher
- An active Wilkes account

Notes

- Make sure your device is up to date

Process

1. Open **Settings**



2. In Settings, scroll to the bottom and tap **Apps**



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3. In Apps, scroll to the M section and tap **Mail**

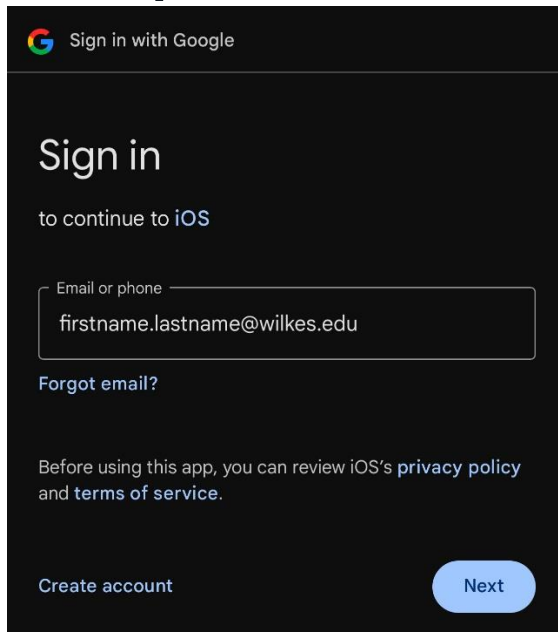


4. In Mail, select **Mail Accounts**

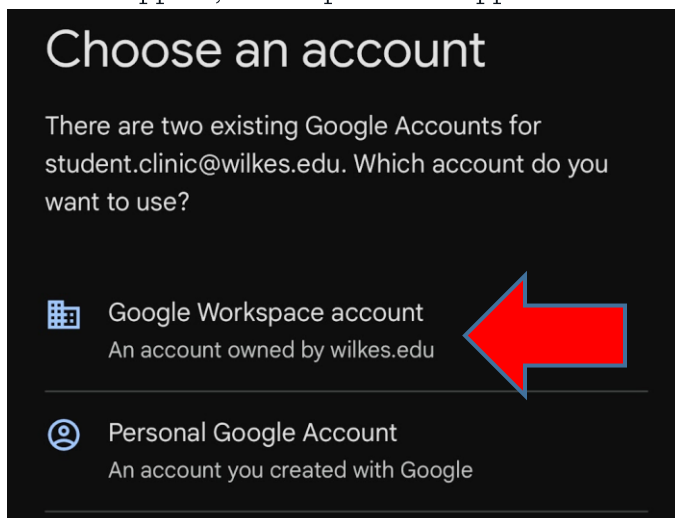


5. In Mail Accounts tap **Add Account**. Once in Add Account, tap **Google**

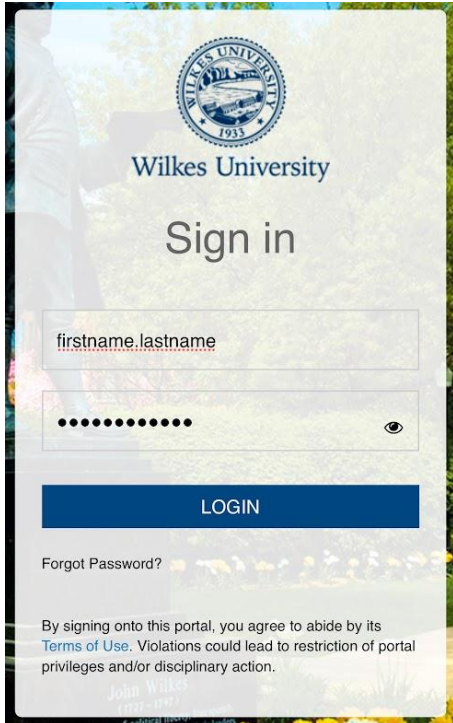
6. In the **Sign in with Google** window, enter your Wilkes email in the **Email or phone** field and tap **Next**



7. If prompted to **Choose an account**, select **Google Workspace account**. If this prompt does not appear, this step can be skipped

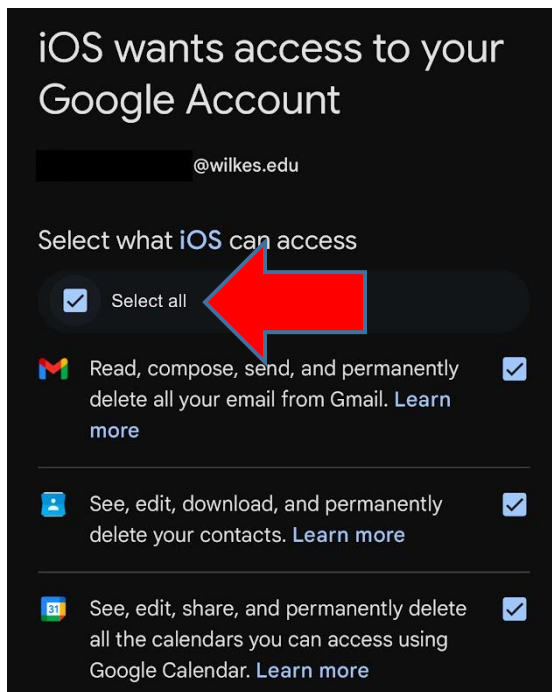


8. You will be redirected to the Wilkes portal sign in page. Sign in with your Wilkes username (excluding @wilkes.edu) and password



9. On the Sign in to iOS screen, tap Continue

10. On the iOS wants access to your Google Account screen, select the check box for **Select All** and then scroll to the bottom and tap **Continue**



11. You will be taken back to the **Settings** screen. Select **Save**, and the account will now be added to the Mail app for iOS

