

Google will be discontinuing Google Sync on January 30, 2013. Google Sync is the feature that is used when setting up Gmail through the Exchange profile on the iPhone and allows you to sync your Gmail e-mail, contacts and calendar automatically. If you currently have the service, you will continue to have the service on your current device. Starting January 30, 2013, you will not be able to set up new devices using Google Sync. For more information on Google's announcement, please visit this link <http://support.google.com/a/bin/answer.py?hl=en&answer=2716936>.

What Does This Mean for Me?

Starting January 30, if you receive a new device, you will need to set up their Gmail differently. This could include insurance replacements, warranty replacements, or any other reason a new device is needed. If you are utilizing iCloud, you may need to remove your Gmail account set up via Exchange and set up Gmail via the new method.

New Gmail Set Up Options

There are two methods that can be utilized to sync Gmail e-mail, contacts and calendar.

The first method sets up Gmail in the unified inbox, similar to the Exchange method. E-mail is synced in intervals chosen by you, but is not a true push e-mail experience.

The second method sets up Gmail e-mail as an app, for a true push experience and additional Gmail specific features such as multiple accounts, stars, labels and easy access to vacation responders. Additional steps must be taken to turn off the unified inbox notifications so that you do not receive two notifications for each e-mail.

Method 1: Gmail Set Up Including E-mail, Contacts and Calendar

The instructions below will set up Gmail in the unified inbox on your iPhone, including e-mail, contacts and calendar.

Tip: If you have Gmail set up through Exchange that is no longer syncing, remove this account before completing these instructions. See the section labeled "Removing Gmail Set Up Through Exchange" for complete instructions.

1. Go to **Settings > Mail, Contact, Calendars > Add Account... > Gmail**
2. Enter the account information:
 - a. In the **Name** field, enter the name as you would like it to appear to others
 - b. In the **E-mail** field, enter the full Google Account or Google Apps e-mail address
 - c. In the **Password** field, enter the Google Account or Google Apps password
 - i. If you are a 2-step verification user, use an application-specific password instead of the regular password in this field
 - d. In the **Description** field, enter a description of the account
3. Select **Next** at the top of the screen
4. If you want to sync e-mail and calendars, make sure **Mail** and **Calendars** are turned **On**.
5. Select **Save** at the top of the screen.



6. In order to ensure you receive e-mail on a regular basis, select **Fetch New Data**
7. Under the Fetch section, select one of the following three choices.
 - a. **Every 15 Minutes**
 - b. **Every 30 Minutes**
 - c. **Hourly**

Tip: Choosing more frequent check intervals will drain the battery faster than less frequent intervals.

8. To add contact syncing, select the arrow at the top of the screen **Mail...**
9. Select **Add Account... > Other > Add CardDAV Account**
10. Enter the account information:
 - a. In the **Server** field, enter "google.com"
 - b. In the **User Name** field, enter the full Google Account or Google Apps e-mail address
 - c. In the **Password** field, enter the Google Account or Google Apps password
 - i. If you are a 2-step verification user, use an application-specific password instead of the regular password in this field
 - d. In the **Description** field, enter a description of the account
11. Select **Next** at the top of the screen
12. Once back on the Mail, Contacts, Calendar screen, press the **Home Button** to return to the home screen

Method 2: Gmail Set Up Using the Gmail App Including E-mail, Contacts and Calendar

The instructions below will set up Gmail on your iPhone, including e-mail, contacts and calendar. This method sets up Gmail e-mail as an app, for a true push experience and additional Gmail specific features such as multiple accounts, stars, labels and easy access to vacation responders. Additional steps must be taken to turn off the unified inbox notifications so that you do not receive two notifications for each e-mail.

Tip: If you have Gmail set up through Exchange that is no longer syncing, remove this account before completing these instructions. See the section labeled "Removing Gmail Set Up Through Exchange" for complete instructions.

1. Download the Gmail app from the App Store.
2. Open the Gmail app once it has downloaded.
3. Enter your Gmail or Google Apps e-mail address and password.
4. Tap **Sign in**. Your e-mail should begin populating.
5. Exit the Gmail app by pressing the **Home Button**.



6. Go to **Settings > Mail, Contact, Calendars > Add Account... > Gmail**
7. Enter the account information:
 - a. In the **Name** field, enter the name as you would like it to appear to others
 - b. In the **E-mail** field, enter the full Google Account or Google Apps e-mail address
 - c. In the **Password** field, enter the Google Account or Google Apps password
 - i. If you are a 2-step verification user, use an application-specific password instead of the regular password in this field
 - d. In the **Description** field, enter a description of the account
8. Select **Next** at the top of the screen
9. If you want to sync e-mail and calendars, make sure **Mail** and **Calendars** are turned **On**.
10. Select **Save** at the top of the screen.
11. In order to ensure you do not receive 2 notifications for each e-mail, select **Fetch New Data > Advanced**.
12. Select the **Gmail mail account**, then select **Manual**.
13. Select the **Advanced > Fetch New Data > Mail... > Settings** arrows at the top of the screen
14. Select **Notifications > Mail > Gmail**
15. Ensure the **Notification Center** is **Off**. If you do not want to see the red numbers on the mail icon, turn **Badge App Icon Off**.
13. To add contact syncing, select the **Mail > Notifications > Settings** arrows at the top of the screen
14. Select **Mail, Contacts, Calendars > Add Account... > Other > Add CardDAV Account**
15. Enter the account information:
 - a. In the **Server** field, enter "google.com"
 - b. In the **User Name** field, enter the full Google Account or Google Apps e-mail address
 - c. In the **Password** field, enter the Google Account or Google Apps password
 - i. If you are a 2-step verification user, use an application-specific password instead of the regular password in this field
 - d. In the **Description** field, enter a description of the account
16. Select **Next** at the top of the screen
16. Once back on the Mail, Contacts, Calendar screen, press the **Home Button** to return to the home screen



Removing Gmail Set Up Through Exchange

If you have Gmail set up through Exchange that is no longer syncing, remove this account with these instructions.

1. Go to **Settings > Mail, Contact, Calendars > Exchange**
2. Select **Delete Account** at the bottom of the screen
3. Select **Delete Account** again when prompted
4. Once back on the Mail, Contacts, Calendar screen, verify the Exchange option for Gmail is no longer showing
5. Press the **Home Button** to return to the home screen

Making Gmail the Default Account for Syncing Contacts

If you had Gmail set up and syncing with iCloud previously, you may need to make the new Gmail setup the default account for syncing contacts. This option will only be available if you have more than one contacts source. Please ensure that you want Gmail to be the default location for any new contacts entered on the device before proceeding with these instructions.

1. Go to **Settings > Mail, Contact, Calendars**
2. Go to the **Contacts section** and select **Default Account**
3. Select the **Gmail** account if you would like contacts added to your phone to automatically sync with Gmail
4. Press the **Home Button** to return to the home screen