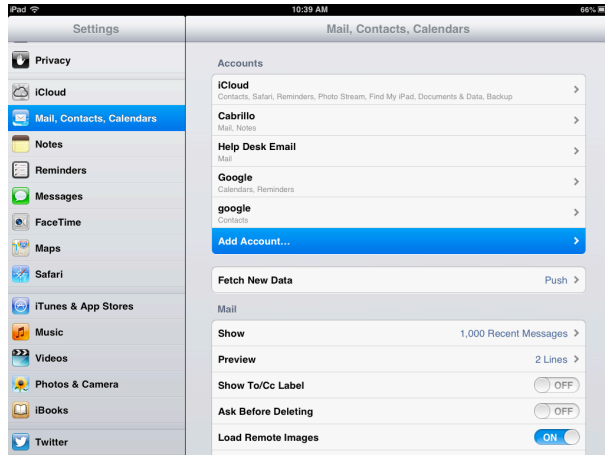


# Configuring Google Calendars - iPad

## Step 1:

Navigate to "Settings", then click on "Mail, Contact, Calendars". Then hit "Add Account".



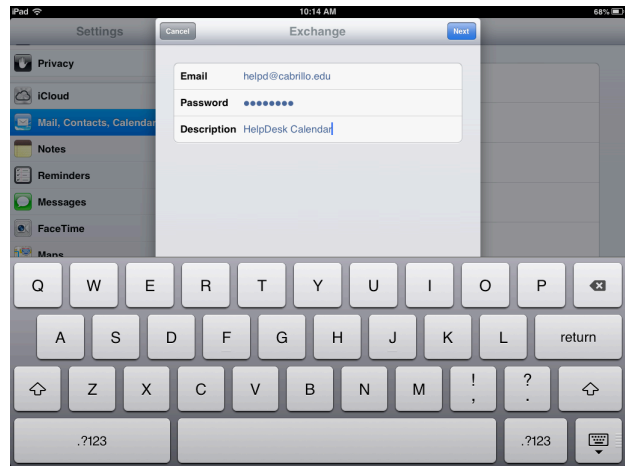
## Step 3:

For "Email", type your Cabrillo email address

Enter your Cabrillo account password.

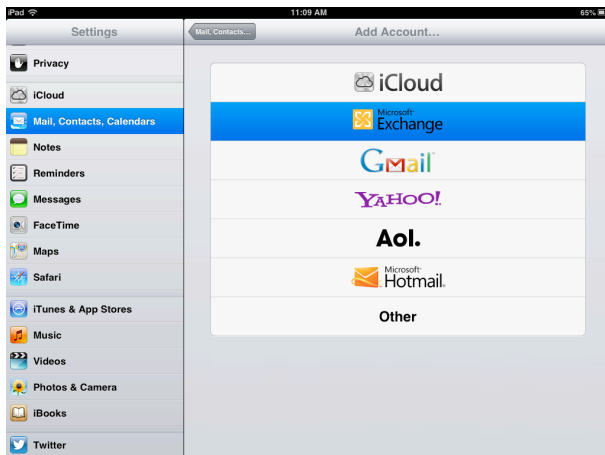
We recommend changing the description to "Cabrillo Google".

Hit "Next".



## Step 2:

Select "Exchange":

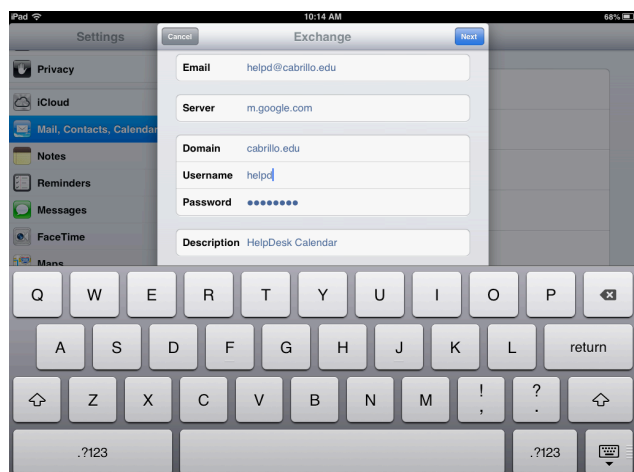


## Step 4:

Once you hit "Next", the "Server" area will appear. Enter "m.google.com" in the new server field.

For domain, enter "cabrillo.edu".

For username, enter your Cabrillo username, which should be the same as your email (minus the '@cabrillo.edu part).



# Configuring Google Calendars - iPad

## Step 5:

In the next section, "Exchange":

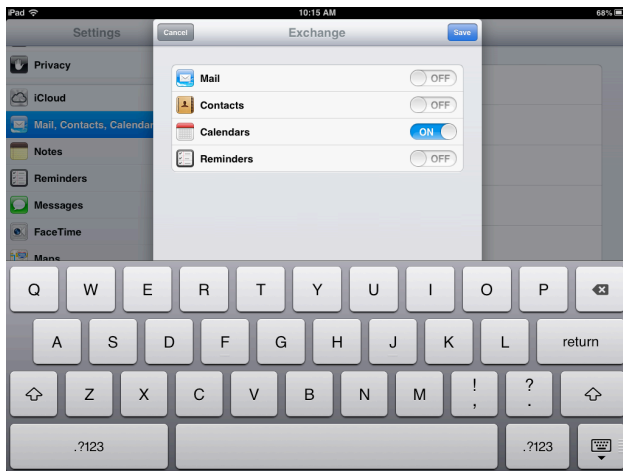
Turn Mail "OFF".

Turn Contacts "OFF".

Turn Calendars "ON".

Turn Reminders "OFF".

Press "Save".



and go through the process of verifying your password by re-entering it into the 'password' field.

Once this step is complete, navigate back to the settings for Google Calendar, and reenter the password. Active Directory will now have verified the security of the Google Calendar as accessed from your phone, and the phone settings should now accept your password. However, as mentioned above, it can take some time - you're phone will work fine during this time, just give it a bit before the calendar becomes synced.

And that's that! Please contact the Help Desk if you have any issues.

## Step 6:

The first time you try to open your Calendar a pop-up will say "Password Incorrect" - do not be alarmed! This is normal.

The next step is going to be to verify your Active Directory password - this is done as an authentication check to maintain security. It must be done from your workstation on Cabrillo's campus (while connected to Cabrillo's network) - it cannot be done from the iPhone or iPad you are configuring. Go to:

<http://reset.cabrillo.edu/>