

Setup Email on Phone or Mobile Device

Summary

This article will provide you the general steps to add or remove your Bethel email onto your phone, or mobile device

iPhone, iPad, or iPod

If you would like your **Bethel and Home mailboxes to be separate:**

1. Visit the **App Store** on the home screen
2. Download the **Gmail** app
3. You will be asked to sign in - this is where you will type in your Bethel email address



Sign in

with your Google Account. You'll also sign in to Google services in your apps & Safari.

Email or phone

[Forgot email?](#)

[More options](#)

NEXT

4. You will then be brought to the Bethel login site:



Username

Password

Log in

[Problems Logging In?](#)

5. The same steps can be completed on iPad and iPod

If you would like your mailboxes to be combined:

1. Go to "**Settings**" on the home screen
2. Scroll down to select "**Accounts**"
3. Select "**Add Account**"
4. Select "**Google**"

5. Login with your Bethel Email followed by @bethel.edu
6. After your Bethel email has been added, select "**Accounts**" again
7. Select your Bethel email, and confirm that your mail has been turned on.

Android

To setup your Bethel email on your Android device follow the configuration instructions below:

1. Locate the **Gmail** app on your phone (Most Android phones come with some Google apps preinstalled). Otherwise, search the Google Play Store for **Gmail** app.
2. Select **Accept & download**, if needed.
3. You will be asked to sign in - this is where you will type in your Bethel username followed by @bethel.edu



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Email or phone

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4. You will then be brought to the Bethel login site:
 - a. Sign in with your Bethel username and password



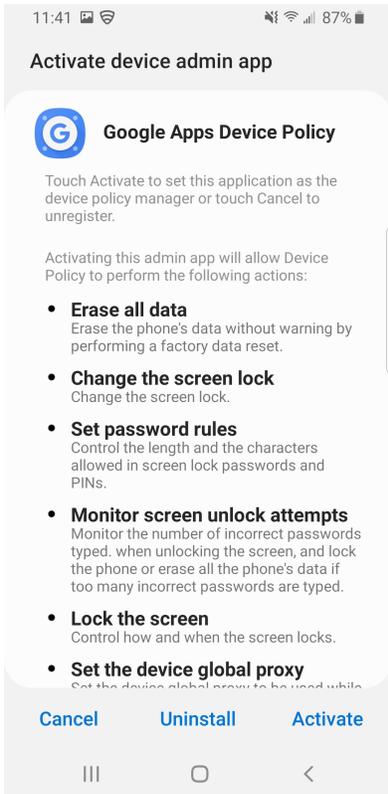
Username

Password

Log in

[Problems Logging In?](#)

5. Activate device admin app
 - a. Click activate and proceed



6. The next page is Confirm enforcement, go ahead and click enforce to continue

7. Once this has been completed you will be prompted to sync your email. After that is completed then your email has been successfully added to your Gmail app.

[Need further assistance?](#)