

For your internship, we have set up a Gmail account for you that can be used as your primary email account for the year.

The user name has been set up as your first name.last name @psychologyinterns.org (For example, luna.lovegood@psychologyinterns.org). The information needed to login, was included in your “Internship Orientation Paperwork” email. When you log in the first time, it will prompt you to create a password of your choosing.

Here are instructions on how to sync it to your phone using either your phones built in mail app or the Gmail app.

HOW TO ADD A GMAIL ACCOUNT IN IOS

1. Go to *Settings*.



2. Scroll down to *Mail > Accounts > Add Account*, and then *select Google*.



3. You're now at the Gmail sign in page.

4. Enter your *Gmail address* (first name.last name @psychologyinterns.org), and tap *Next*.



5. Enter your *password*, and tap *Next*.



6. It will ask you which things you want to sync. Turn off the things you don't want to sync, and tap *Save* in the upper-right corner when finished.



HOW TO ADD A GMAIL ACCOUNT IN ANDROID

There are many custom interfaces when it comes to Android phones, so the process for adding your Gmail account isn't as clear cut as it is on an iPhone, but the main idea is to get to the *Add your account* screen from Google. Regardless of how different the software looks, or how the setting menus are configured, you'll eventually end up on this screen. So let's have a look at how to add your Gmail account through both the Gmail app and the settings menu.

Using stock Android

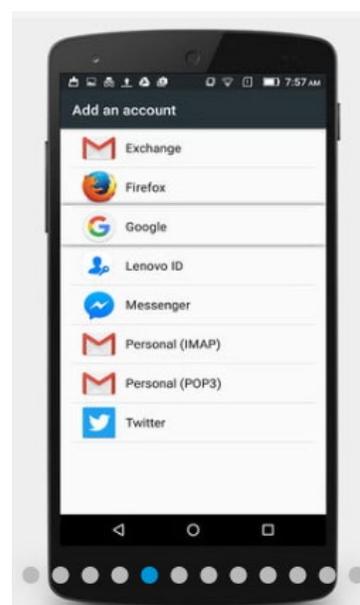
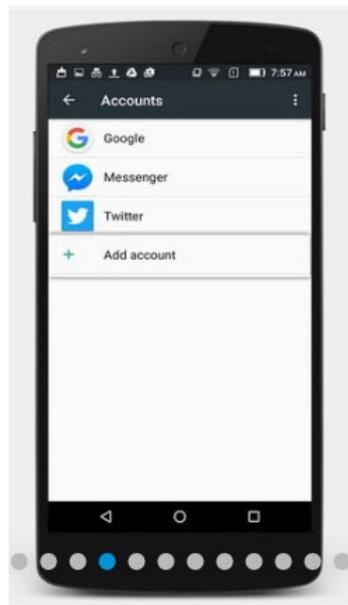
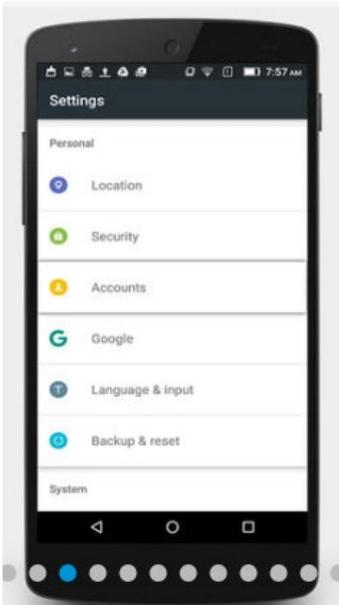
1. Open the App Drawer. Depending on your version of Android — or any themes you may have — this can be done by *swiping up* from the dock, or tapping the *App Drawer* icon.



2. Tap *Settings*.

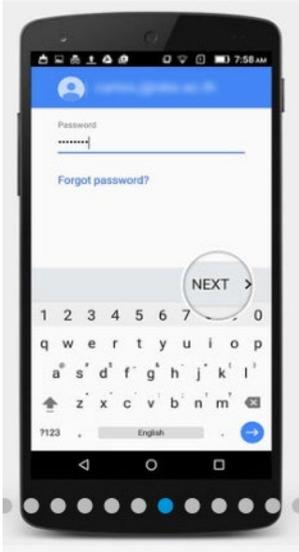


3. Go to *Accounts > Add account*, and then select *Google*.



4. At this point, you may be asked for a password, fingerprint, or pattern.

5. You've arrived at the *Add your account* screen, so enter your *Gmail address* (first name.last name @psychologyinterns.org) and tap *Next*.
6. Then, enter your *Gmail password* and tap *Next*.



7. Select *Agree* on the Terms of Service page.



8. If you want to add payment information, *add your credit card* here. Otherwise, select *No thanks*. (This is nothing that we require but I included it in the instructions in case this step comes up.)
9. Once finished, you will be back at *Accounts* in *Settings*. If you want to see the accounts that you have added, or want to delete any, just tap *Google*.



Using a Samsung phone

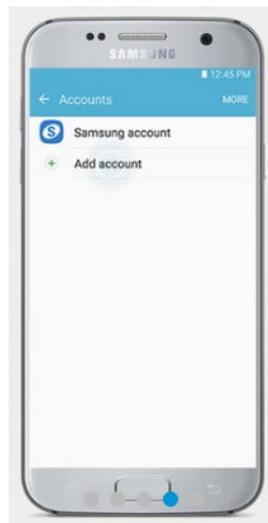
1. Tap *Apps*.



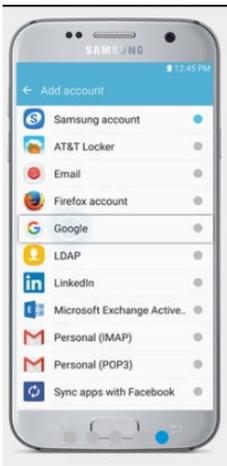
2. Go to *Settings*.



3. In the top menu, swipe left or right until you see the *Personal* section.
4. Go to *Accounts*.
5. Select *Add account*.



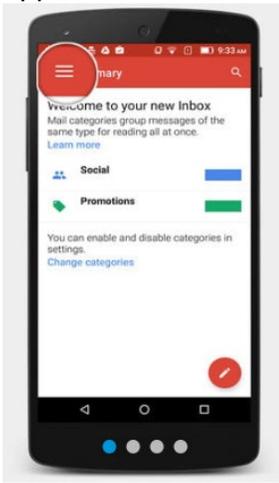
6. Choose *Google* from the resulting menu.



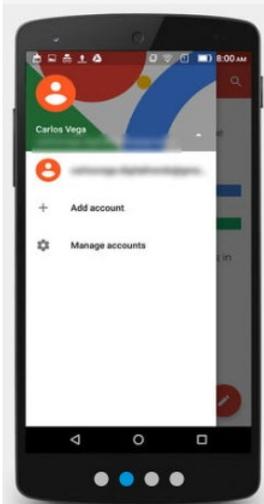
7. This will bring you to the *Add your account* screen. Here, enter your *Gmail address* (first name.last name @psychologyinterns.org) and tap *Next*.
8. Then, enter your *Gmail password* and tap *Next*.
9. Select *Agree* on the Terms of Service page.
10. If you want to add payment information, *add your credit card* here. Otherwise, just select *No thanks*.
11. Once finished, you will be back at *Accounts* in *Settings*. If you want to see the accounts that you have added, or want to delete any, just tap *Google*.

USING THE GMAIL APP

1. Tap the *hamburger menu* (☰) in the upper-left corner, then *tap your name and email* in the upper left.



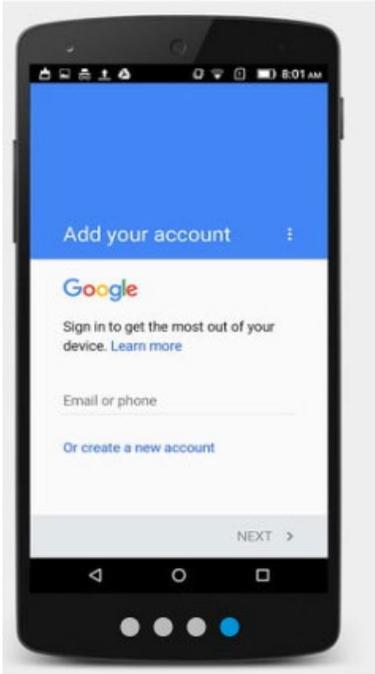
2. Select *Add account*.



3. Select *Google*.



4. This will bring you back at the *Add your account* screen. Here, enter your *Gmail address* (first name.last name @psychologyinterns.org) and tap *Next*.



5. Then, enter your *Gmail password* and tap *Next*.
6. Select *Agree* on the Terms of Service page.
7. If you want to add payment information, *add your credit card* here. Otherwise, just select *No thanks*.
8. Once finished, you will be back at *Accounts* in *Settings*. If you want to see the accounts that you have added, or want to delete any, just tap *Google*.