An MMSD Gmail account can be synched to an iPad. Only Mail and Calendar can be synched to the iPad from a District Gmail account. Contacts from a District Gmail account can be synched to an iPad using Microsoft Exchange instead of Gmail.

Follow the directions below to synch an MMSD Gmail account on an iPad. Directions to synch Contacts from an MMSD Gmail account using Microsoft Exchange can also be found below.

Need Help? Contact the District Help Line 608-663-5853.
There are two initial steps to follow before Synching your District Gmail account on your iPad. If you have had a District Blackberry or District Smartphone (Droid) synched before proceed to Page 5.

1. Synch your District Gmail account password to your District password that you use to login to your computer.

2. Configure your Gmail settings to use IMAP.

1. Login to your Gmail account.
2. Tap the icon that looks like a gear in the upper right corner. Select Settings.

3. In Settings click on Accounts then Google Account settings
NOTE: This will also change your district (computer) login account to this new password. You must use this password the next time you login to a computer.
Configure Gmail settings to use IMAP

1. Go back to your Gmail settings and select Forwarding and POP/IMAP. Make sure Enable IMAP is selected and save changes.
Tap Settings on main iPad screen.

Tap Mail, Contacts, Calendars in Left Column.

Tap Add Account in Right Column.

Tap Gmail in Right Column.
Add your name, full MMSD Gmail account, and MMSD Gmail account password.

Tap Next. It will verify your account.

This box will appear.

If your account is not verified this error message will appear. Tap OK and check your e-mail address and reenter your password. If you did not Synch your Password go to Page 2 and follow the directions.

If the error message comes back call the District Help Line 608-663-5853 for assistance with your password.
This screen will appear once the account is verified. To synch your mail on the iPad leave Mail ON. To synch your calendar on the iPad leave Calendar ON.

Notes that you create in the iPad Notes app will appear automatically in a Label called Notes in your Gmail account if Notes is ON. The Notes label will be created by Gmail. If you do not want to use the Notes service turn Notes Off.

Tap Save.

To view MMSD Gmail go back to the main iPad screen. Open the Mail icon. Calendar items will also appear in the iPad Calendar. If you do not see any MMSD e-mail or calendar items make sure you are on a functioning wireless network. Test Internet access by going out to the Internet using Safari on the iPad.

If your MMSD Gmail is not appearing on your iPad call the Help Line 608-663-5853.

There are settings for Mail and the Calendar in iPad Settings – Mail, contacts, Calendars. Make adjustments when necessary.

**Synching Additional Calendars**

By default, only your calendar will synch to the iPad calendar. If you would like to synch additional calendars, go to this link:

[https://www.google.com/calendar/iphoneselect](https://www.google.com/calendar/iphoneselect)

You will get prompted for a regular Gmail login. Use your complete username (wsmith@madison.k12.wi.us) in which case, it may redirect you to the District Gmail login page.. If you see a button click that and it will redirect you to the District Gmail login page.

After logging in, you should see available calendars that you have. Choose your calendar and save. Your other calendars will start to synch.
Tap Settings.

Tap Mail, Contacts, Calendars in Left Column.

Tap Add Account in Right Column.

Select Microsoft Exchange in Right Column.
Enter complete MMSD Gmail address in Email box and Username box. Enter MMSD Gmail password.

Tap Next.

Server box will need to be completed.

Enter m.google.com in the Server box.

Tap Next.
Turn Off Mail and Calendars. Only Contacts will be synched from your Gmail account using Exchange.*

Tap Save. Your MMSD Gmail Contacts will be synched to your iPad.

*To synch your Gmail using only Microsoft Exchange leave Mail and Calendars ON.