



Online Calendar with Notifications

Adding a Google Account: Android Phones

1. Settings > scroll down to "Accounts" > Click "Add Account"
2. Touch "Google" > touch "Existing"
3. Enter Emich email address and password
4. Make sure Gmail app is on the phone (preferably on main screen)
5. Open Gmail; if the student has a different email account on the phone, the Emich account becomes secondary

OR Open Gmail app, press "Primary," press drop-down by account name, press "Add Account"

Adding a Google Account: iPhones

1. Settings > Mail, Contacts, Calendars > Add Account > Google
2. Enter name, email address, and password
3. Sync mail and calendar options

Sync Canvas Calendar to Phone

1. Log in to Canvas with Emich email and password on a laptop or desktop
2. Click "View Calendar"
3. Click "Calendar Feed" at bottom of right sidebar
4. Copy link
5. Open Google Calendar or iCal
 - a. In Google Calendar, click drop-down next to "Other Calendars" and select "Add by URL"
 - b. Paste copied URL
 - c. In iCal, open the Calendar program (in Applications)
 - d. From the File menu select New Calendar Subscription
 - e. Paste URLs above Calendar URL field then click Subscribe