

KAUST IT Guide to: GMail

How to setup the GMail application on your phone

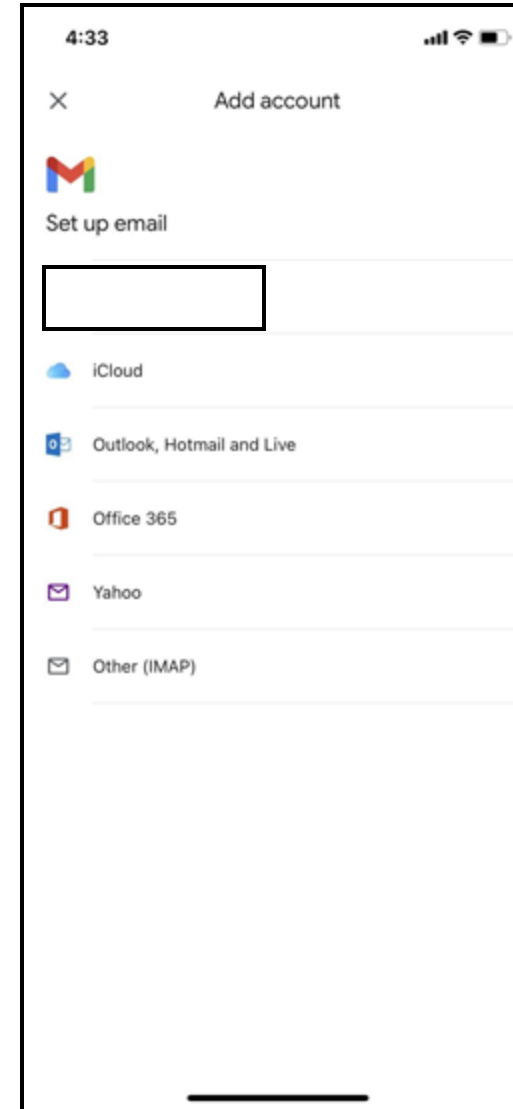
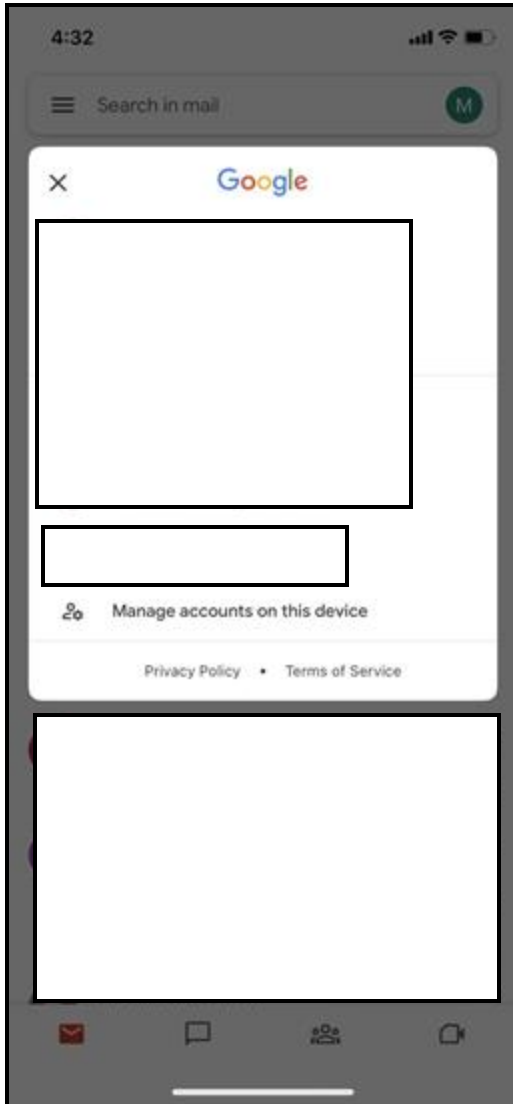


Set-up steps

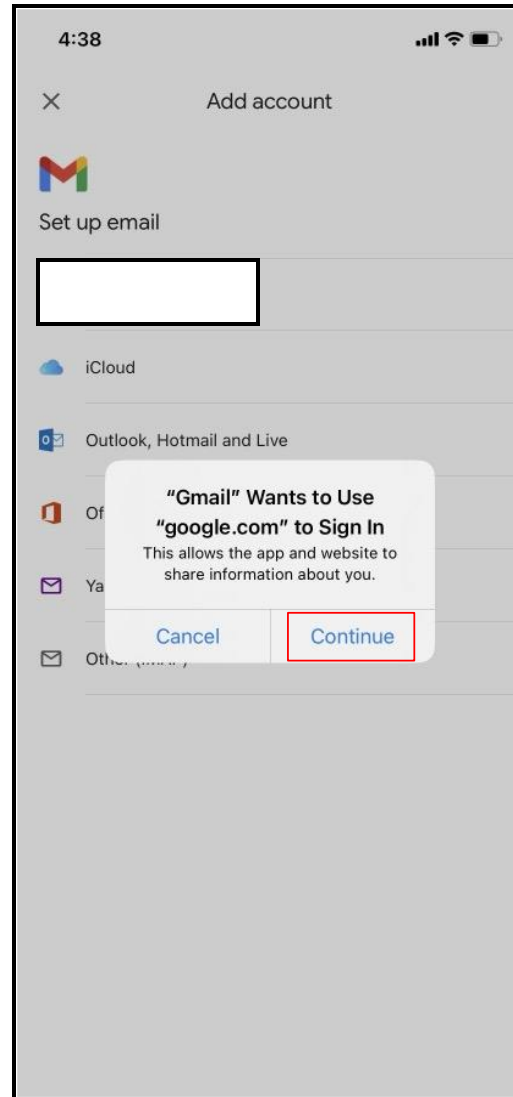
- Ensure you have received your KAUST username and password before you start setting up Gmail
- Download the GMail application from the App Store
- If you need to request assistance, you can reach out to the KAUST IT Service Desk:
 - Dial **910** or **012-8080910**
 - KAUST IT Website using **VITA** our chatbot
 - Log a ticket via the **self-service** portal
 - Visit the **IT Service Desk** at Building 14, Level 2



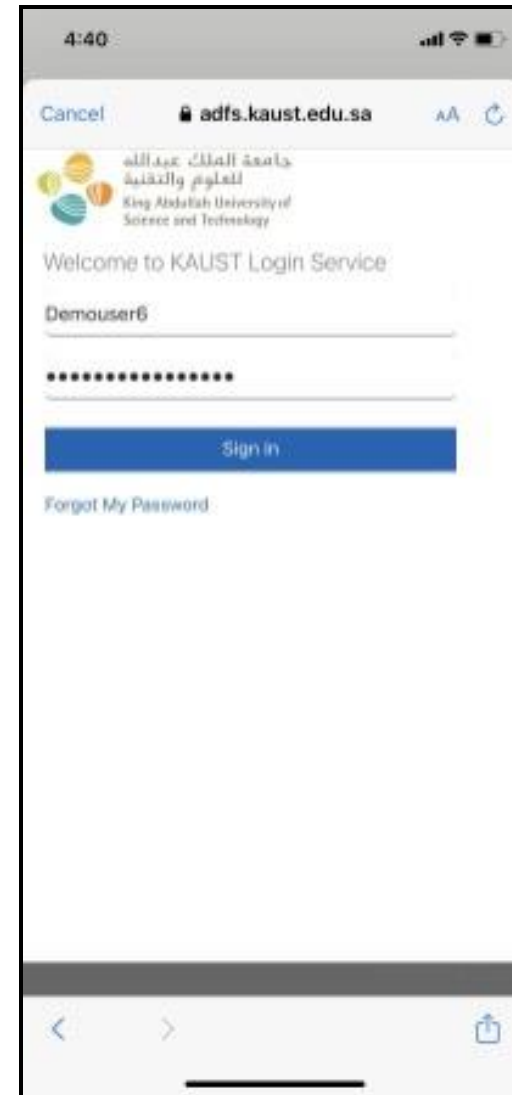
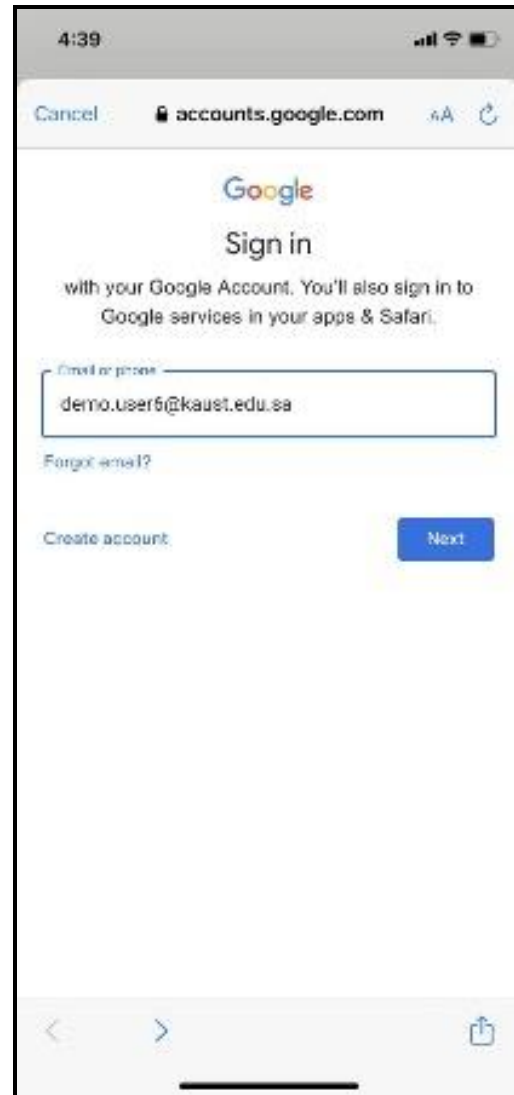
Step 1: Go to Gmail > Add another account, then tap Google



Step 2: Select Continue



Step 3: Type in your email (for example: first.last@kaust.edu.sa) then sign in with your KAUST username and password then click Sign in



Step 4: Your emails should now appear and be available on the application

