KAUST IT Guide to: GMail

How to setup and remove your KAUST GMail

**on your iPhone's Mail application**

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Set-up steps

- Ensure you have received your KAUST username and password before you start setting up Gmail

- 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

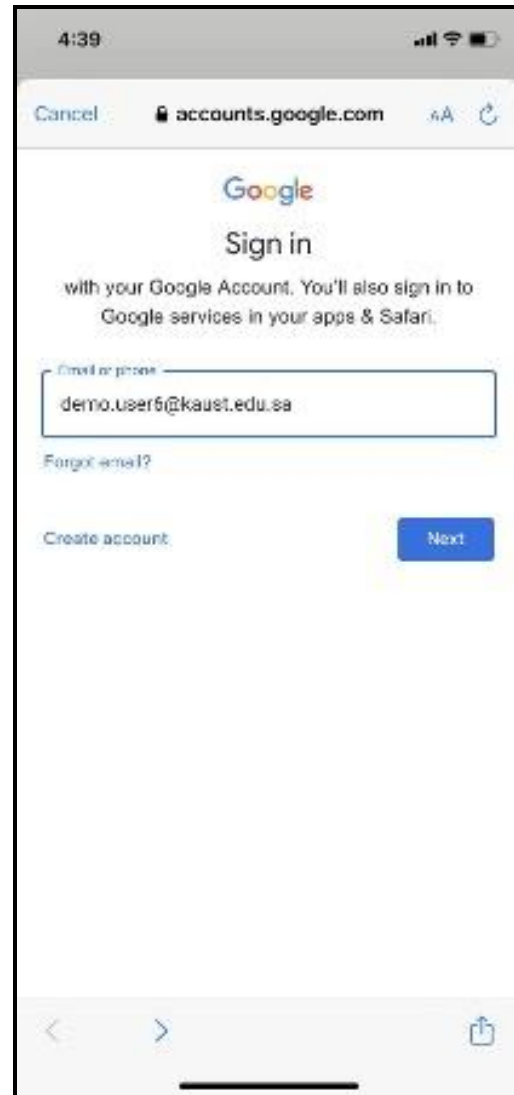 - Visit the **IT Service Desk** at Building 14, Level 2

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Step 1: Go to Settings > Mail, then tap Accounts
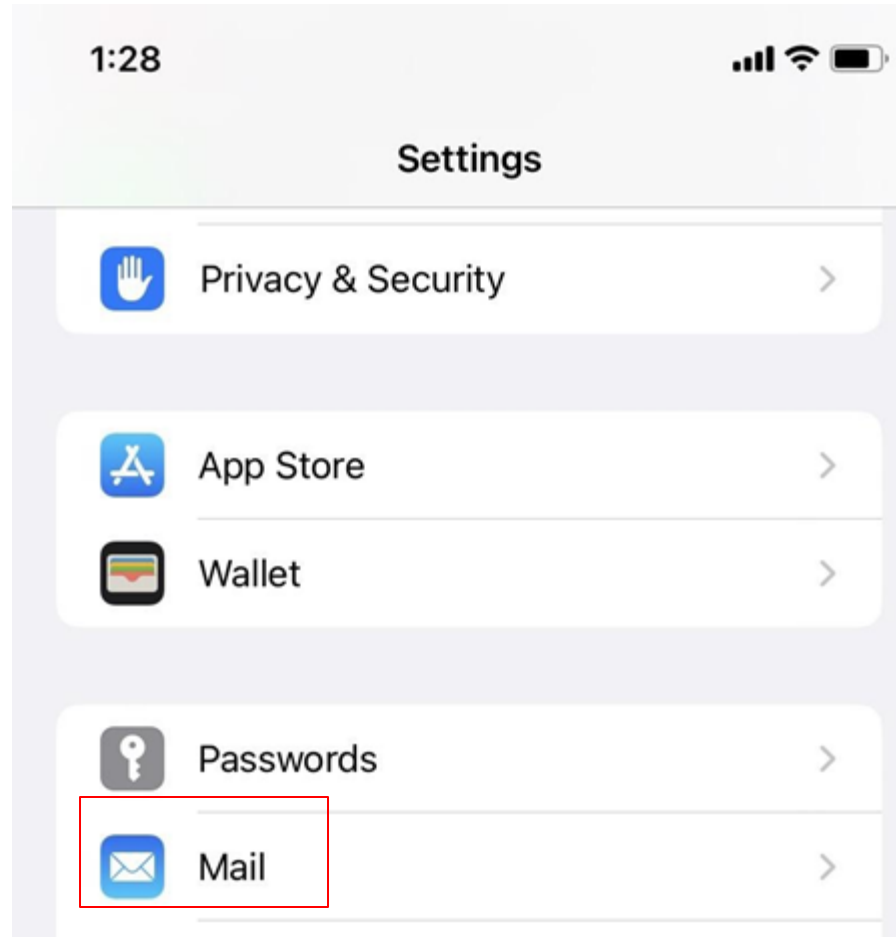
Step 2: Tap Add Account, then select Google.

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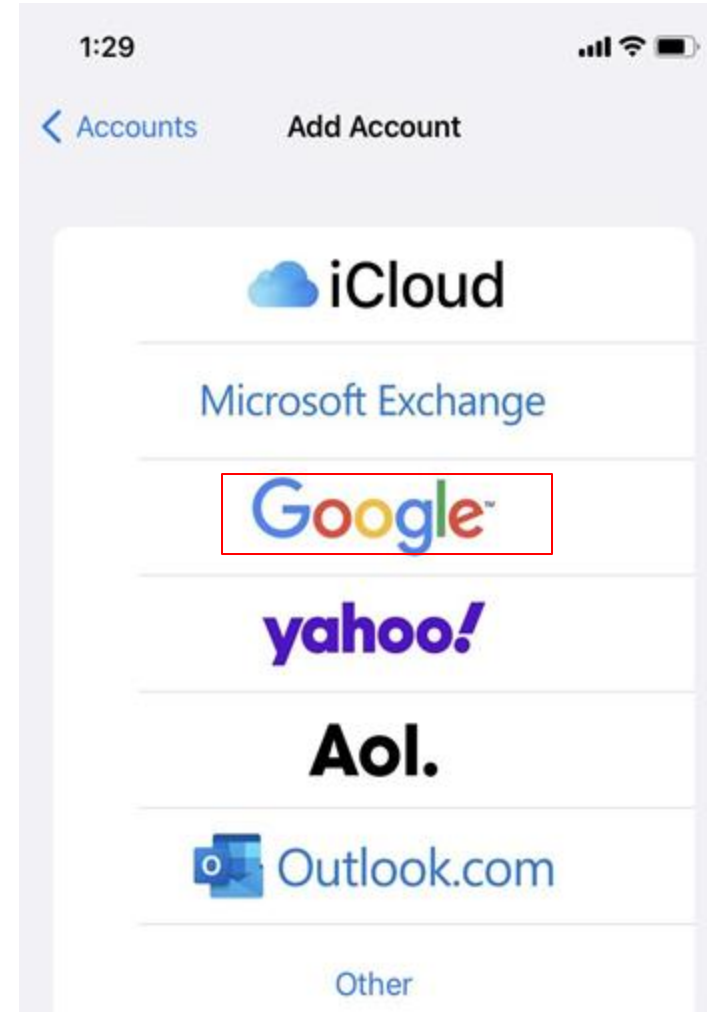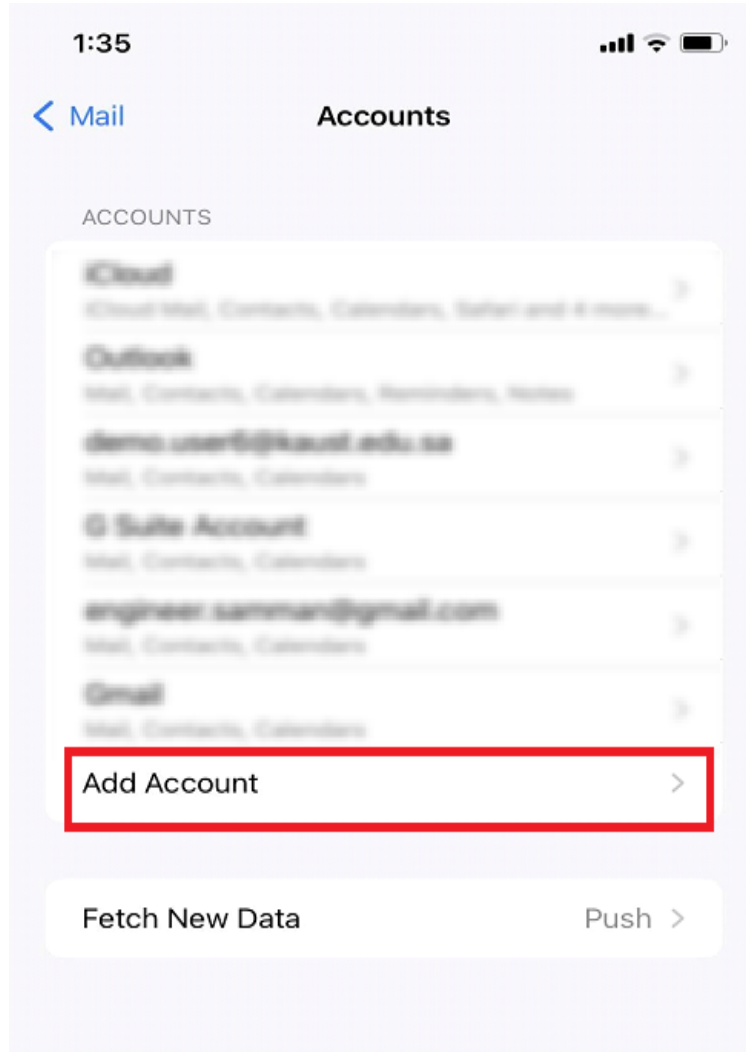
Step 3: Type in your email (for example: first.last@kaust.edu.sa) then sign in with your KAUST username and password then click Sign in
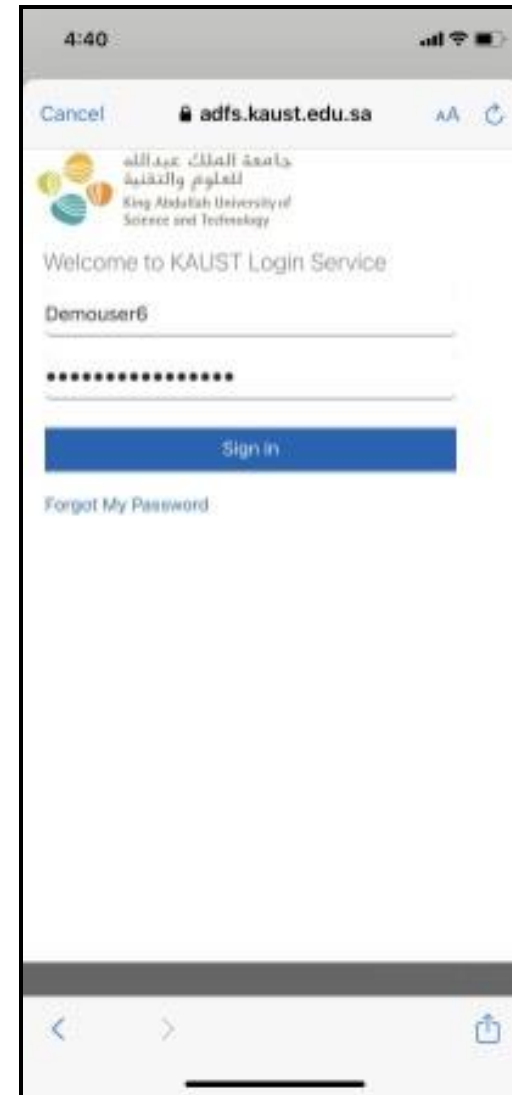
Step 4: Next Select Allow

iOS wants to access your Google Account

D demo.user6@kaust.edu.sa

This will allow iOS to:

Read, compose, send, and permanently delete all your email from Gmail

See, edit, download, and permanently delete your contacts

See, edit, share, and permanently delete all the calendars you can access using Google Calendar

Make sure you trust iOS

You may be sharing sensitive info with this site or app. You can always see or remove access in your Google Account.

Learn how Google helps you share data safely.

See iOS's Privacy Policy and Terms of Service.

Cancel   Allow

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Step 5: Your emails should now appear and be available on the application

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Optional: To remove your account, go to Settings > Mail, then tap Accounts, Select the mail account you want to delete and select Delete account.