

## **Setting up Google Account on Ipad**

1. Go to setting
2. Click on Mail, Contact, Calendars
3. Click Add Account
4. Click on Microsoft Exchange
5. Enter southwestms email, password, and for description type: SouthwestMS
6. Click Save
7. Type: m.google.com (in the server field)
8. Type your email in the username field
9. Click next
10. Turn on mail, contacts, calendars, then click save

## **Syncing SOM calendar to your ical app**

1. Go to google.com and sign in to your Google account
2. Go to som.sweetwaterschools.org
3. Click on Bell Schedule/ School Calendar located in Bulletin Board
4. Click on School Calendar
5. Click on plus sign located in the bottom right hand corner and click yes.
6. Go to m.google.com/sync
7. Sign in with your google account
8. Click ipad
9. Select SOM school calendars
10. Click save
11. Now, you can check your ical app

## **Adding teacher calendars**

1. Go to som.sweetwaterschools.org
2. Click on Staff tab
3. Scroll to teacher's name
4. Click on class name
5. Click the plus sign in the bottom right hand corner
6. Click yes
7. Now, repeat steps for: "Syncing SOM calendar to your ical"