

## Instructions for Syncing iSpartan Email & Calendar with iOS

These instructions are for syncing email & calendars in your iSpartan account with an iOS 6.0 or higher device.

1. Set-up your iSpartan account on your iOS device
  - a. Open **Settings** on your iOS device
  - b. Open **Mail, Contacts, Calendars**
  - c. Open **Add Account...**
  - d. Select **Google**
  - e. Fill in the four fields
    - i. Name: Your name
    - ii. Email: Enter your full iSpartan email (ex. cehaas@uncg.edu)
    - iii. Password: Enter your iSpartan password
    - iv. Description: Give the account some title (I use iSpartan)
  - f. Hit **Next**
  - g. It may take a second, but you will be taken to a screen showing Mail, Contacts, Calendars & Notes all turned on. If you don't want to sync any of these items, slide the switch to off.
  - h. Hit **Save** to complete setting up your iSpartan account
  - i. By default, any messages you delete through your iOS device will actually be archived and not deleted. If you want to send your deleted messages to the trash folder
    - i. Select your iSpartan account
    - ii. Select "Account xxxxx@uncg.edu"
    - iii. Select "Advanced"
    - iv. Choice Deleted Mailbox to "Move Discarded Messages Into:"
    - v. Select "Back"
    - vi. Select "
  - j. You have finished setting up your iSpartan email, but you still need to set up sync for your iSpartan calendars.
  
2. To sync your iSpartan calendars with the Calendar app on your iOS device
  - a. Open **Safari**
  - b. Navigate to **<https://www.google.com/calendar/syncselect>**
  - c. Fill in the two fields
    - i. Email: Enter your full iSpartan email (ex. cehaas@uncg.edu)
    - ii. Password: Enter your iSpartan password
  - d. Select **Sign In**
  - e. You will be taken to iSpartan Log-in
  - f. Fill in the two fields
    - i. User Name: Enter your iSpartan username (ex. cehaas)
    - ii. Password: Enter your iSpartan password
  - g. Select **Sign In**

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- h. You will see a list of calendars that are subscribed to your iSpartan account.
- i. Calendar List
  - i. You can select up to 25 calendars from you iSpartan account to be synced with your iOS device. Select the checkboxes for the calendars you wish to sync.
  - ii. UNCG Theatre Calendars will appear under **Shared Calendars** (unless you have editing privileges, in which case they will appear under “My Calendars”)
- j. Select **Save**
- k. Close **Safari**
- l. Open the **Calendar** app on your iOS device
- m. Select **Calendars** -- it may take a couple minutes for the synced calendars to appear
- n. You will see the list of calendars you selected to sync with your iOS device. A checkmark next to the calendar means it will appear on your calendar. Please note, it can take several minutes for the calendar events to sync and show up in your Calendar app.