How to add school email to personal mobile device
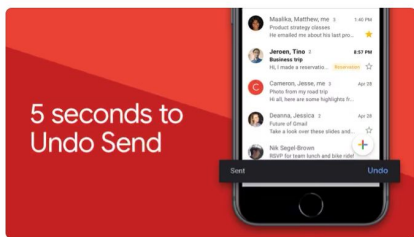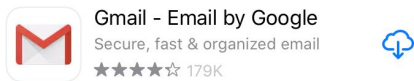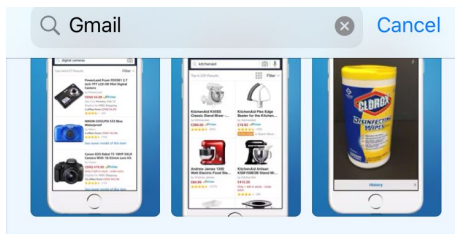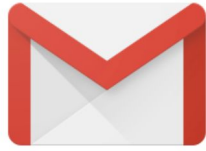## Effective: May 1, 2020

Attention: Dermott School District Students, Faculty, Staff, & Personnel
Please utilize this step by step guide for instructions on how to add your school email account to a personal mobile device. This process is the same for both Android and Apple devices.
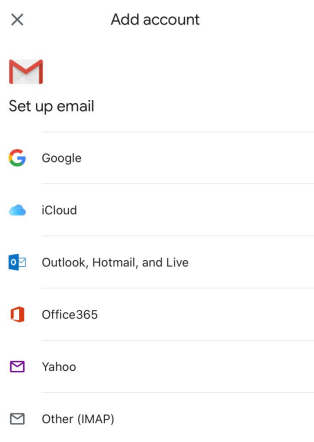

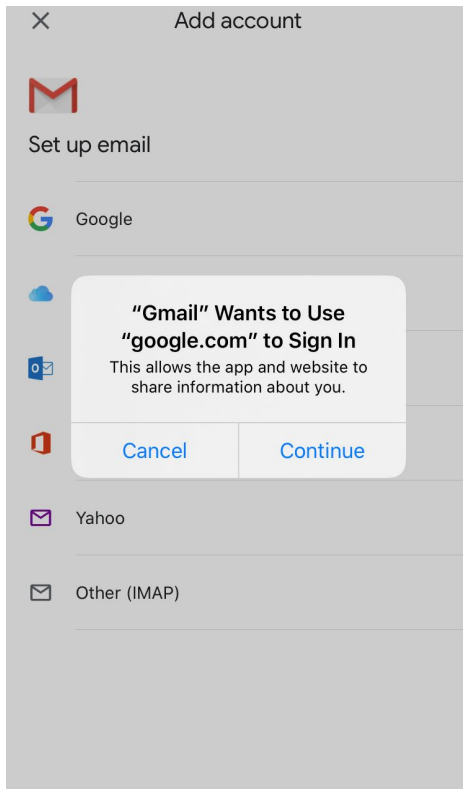1. Search the Apple App Store or Google Play store for the gmail app.

Gmail

Sign in

2. Click the 'Sign In' button.

✕   Add account

Set up email

G   Google

☁   iCloud

◻   Outlook, Hotmail, and Live

🟧   Office365

✉   Yahoo

✉   Other (IMAP)

3. Click the 'Google' mail option

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4. Click 'Continue'
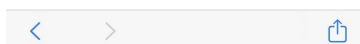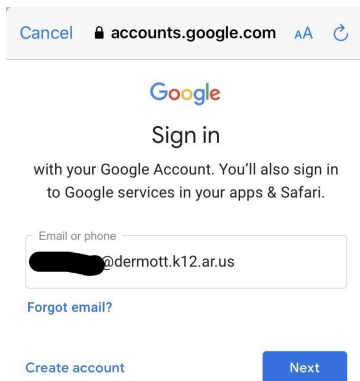
5. Enter your email address(firstname.lastname@dermott.k12.ar.us), and click 'Next'
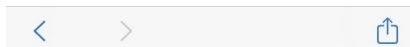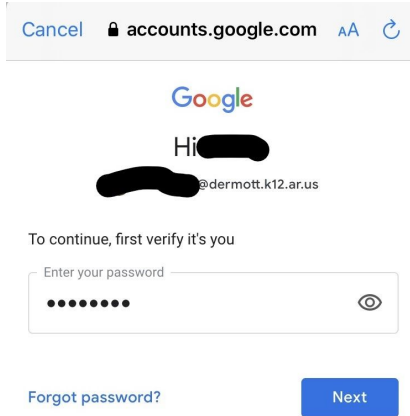
6. Enter your password and click 'Next'

Install the latest version of
"Google Device Policy" so
you can access your work
data

CANCEL   APP STORE

7. You will get this message, stating your must install a security policy. Click 'App Store' to install the Google Device Policy application.

Google Device Policy
Google LLC

1.7 ★★☆☆☆
826 Ratings

#177
Business

4+
Age

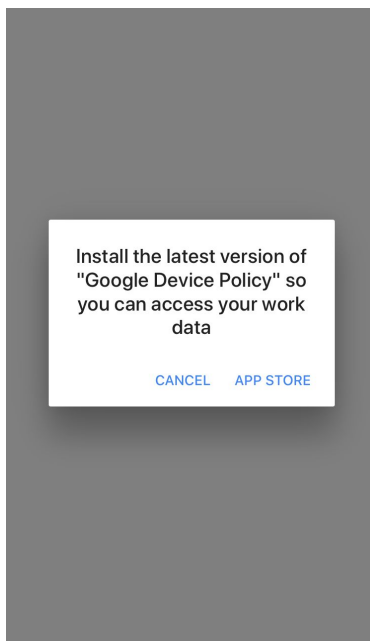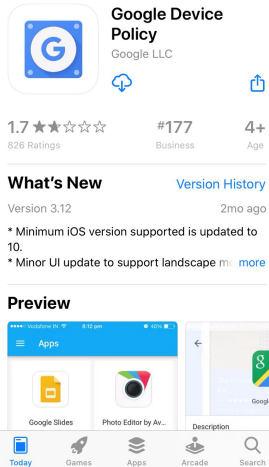**What's New**   Version History

Version 3.12   2mo ago

* Minimum iOS version supported is updated to
10.
* Minor UI update to support landscape m.   more

Preview

8. Download the 'Google Device Policy' application on your device.
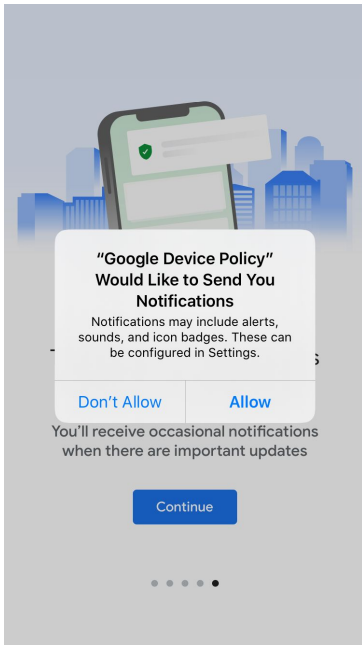

The Device Policy app works better with notifications

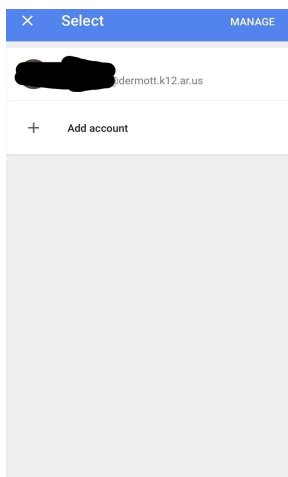You'll receive occasional notifications when there are important updates
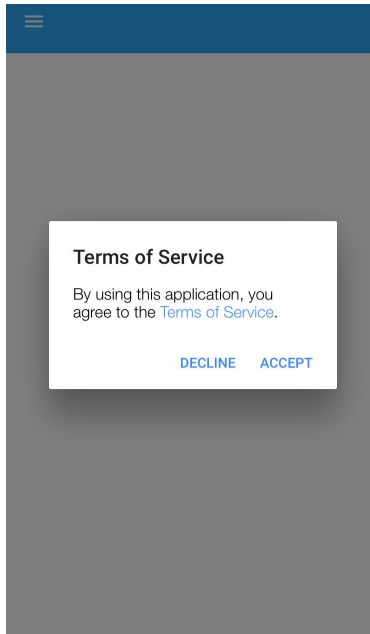
Continue

9. After launching the application, click the 'Continue' button

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10. Click the 'Allow' button on the notifications prompt

11. Select the account that you added to your device(firstname.lastname@dermott.k12.ar.us)

Terms of Service

By using this application, you agree to the Terms of Service.

DECLINE   ACCEPT

12. Click the 'Accept' button on the Terms of Service prompt

≡   **Install profile**

Install profile

To access your work data, install this profile. Doing this helps your organization's admins protect your data, even if you lose your device.
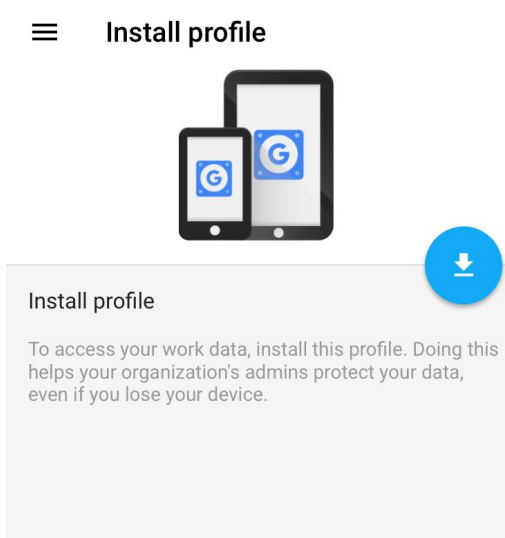
13. Click the blue download button to install the work profile on your device.

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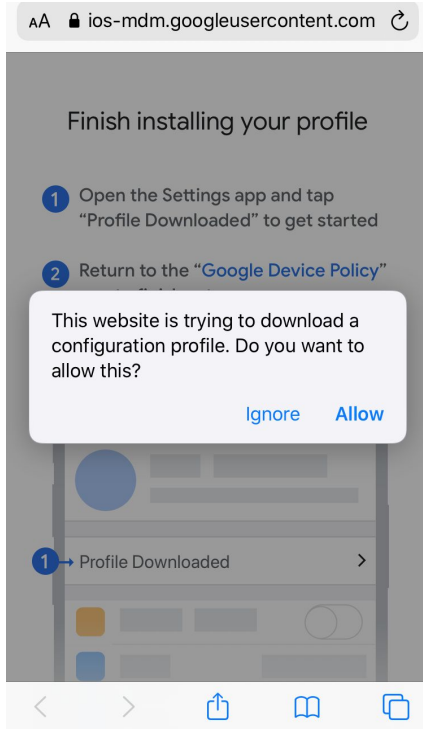
14. Click the 'Allow' button on the download prompt
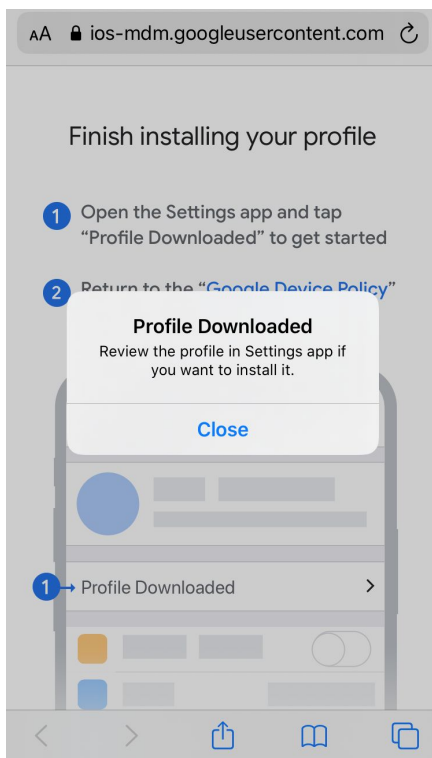
15. Click the 'Close' button

AA 🔒 ios-mdm.googleusercontent.com ⟳

1️⃣ Open the Settings app and tap
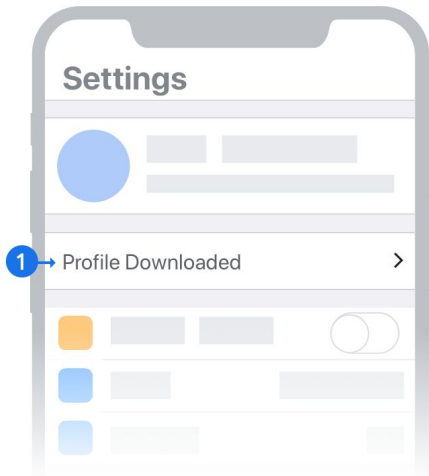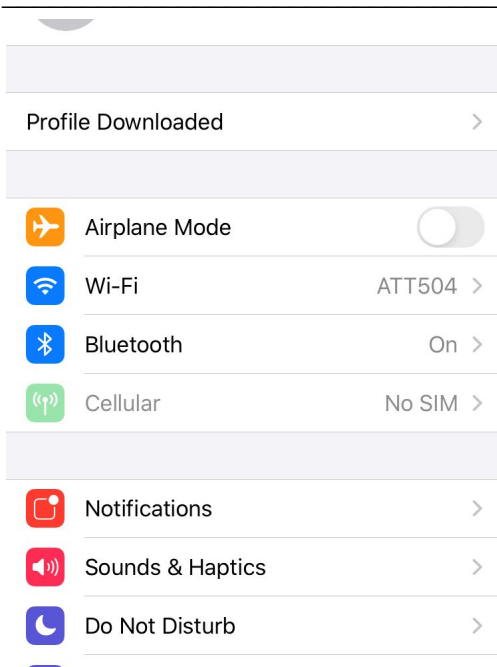   "Profile Downloaded" to get started

2️⃣ Return to the "Google Device Policy"
   app to finish set up

Settings

1️⃣→ Profile Downloaded >

16. Navigate to your device settings, as specified by your on-screen instructions

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Profile Downloaded >

✈️ Airplane Mode ⬜

📶 Wi-Fi ATT504 >

⭐ Bluetooth On >

📡 Cellular No SIM >

🔴 Notifications >

🔊 Sounds & Haptics >

🌙 Do Not Disturb >

17. Click the 'Profile Downloaded' button on the home page of the device settings menu

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Cancel   **Install Profile**   Install

Google Apps Device Policy Profile
dermott.k12.ar.us

Signed by   Google Device Management Inc
          Verified ✔

Description   Installing this profile allows your Google Apps
administrator to manage settings and
information on your device. Your admin may
enforce policies, configure settings, and
remotely erase data on this device.
Consult your organization's requirements &
privacy policy.

Contains   Device Enrollment Challenge

More Details   ＞

18. Click the 'Install' button at the top right corner of your screen to install the security
profile

**NOTE:** DPSD technology department will only wipe data (Google Drive, Gmail, etc.) once a student, faculty, or staff member leaves the district

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Enter Passcode   Cancel
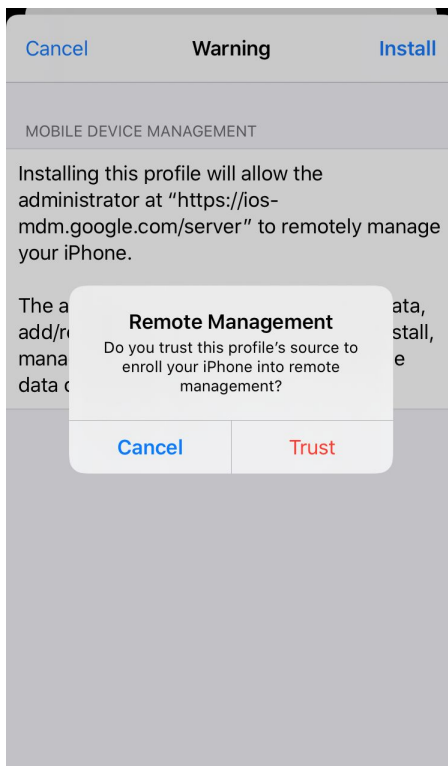
Enter your passcode

○   ○   ○   ○
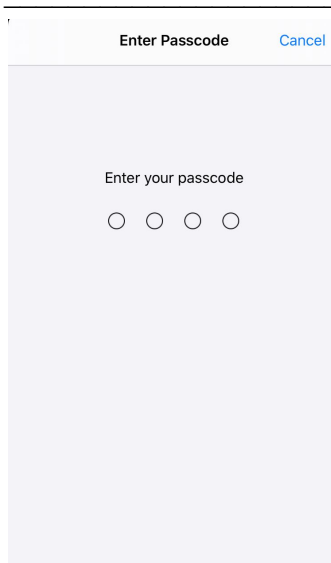
19. Enter your device password (all devices with DPSD email are required to have a
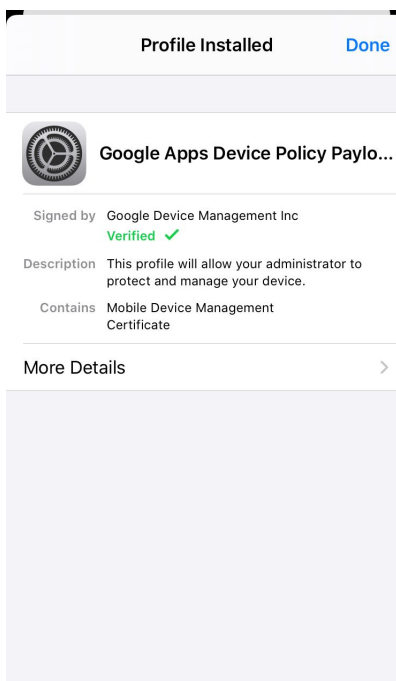PIN/password for security)
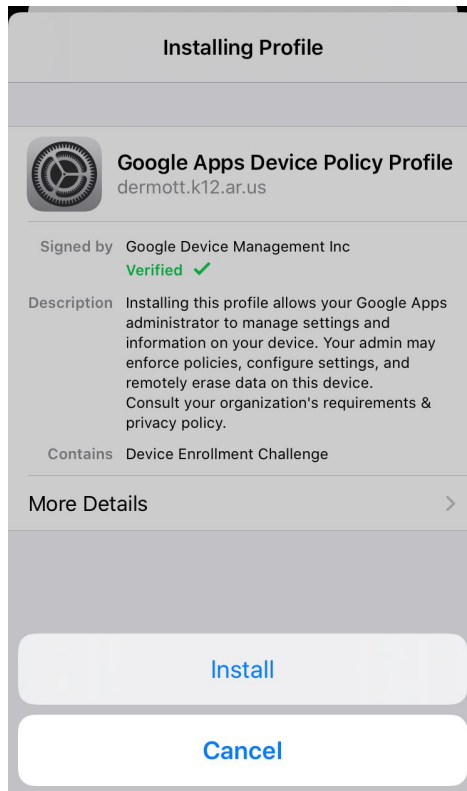
20. Click the 'Install' button at the bottom of the screen to finalize the installation
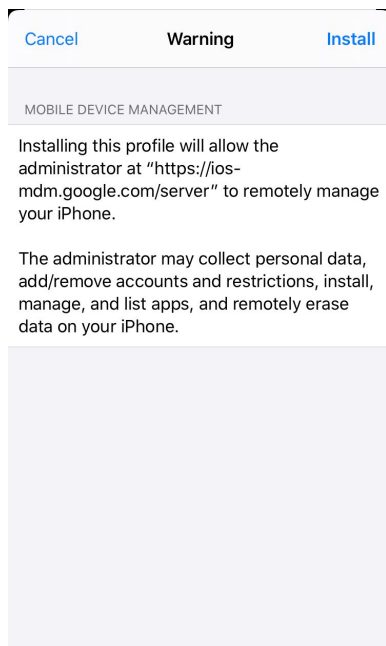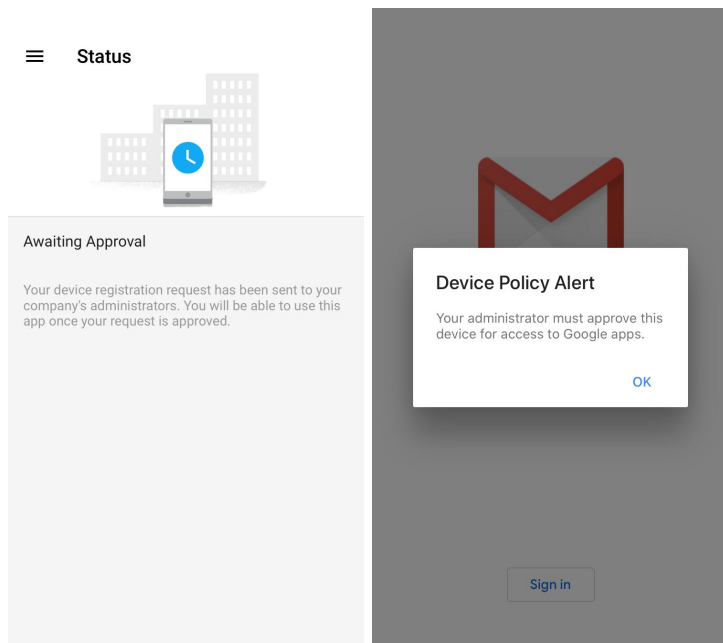
21. Click the 'Install' button at the top right of the screen to acknowledge the MDM agreement prompt


22. Click the red 'Trust' button to allow the profile to install to your device.

23. Click the 'Done' button in the top right corner of your screen, and return to your Google Device Policy app

24. After returning to the Google Device Policy App or your Gmail app, you will see this prompt stating that your administrator must approve your device for mobile use. The technology department will approve devices Monday-Friday during the hours of 8 A.M.-3 P.M.- please remain patient during this process
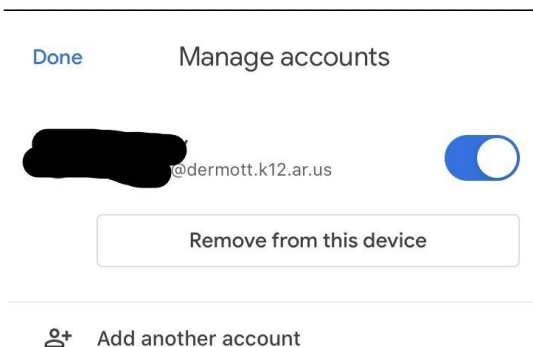
25. Once approved, you will receive this prompt. Please click the slider next to your email account, to select your DPSD email account

INBOX

D   device-management-noreply   2   3:43 PM
Your mobile device request is currentl...
Hello, You recently added your email...   ☆

26. Once you select your email account, your email will open on your device