

# Configure Your Android Device to Sync with KCHS Google Apps

These instructions are for users with a Nexus or Google Play edition device running Android 4.2 or higher. If you're using a different device, your setup instructions may vary.

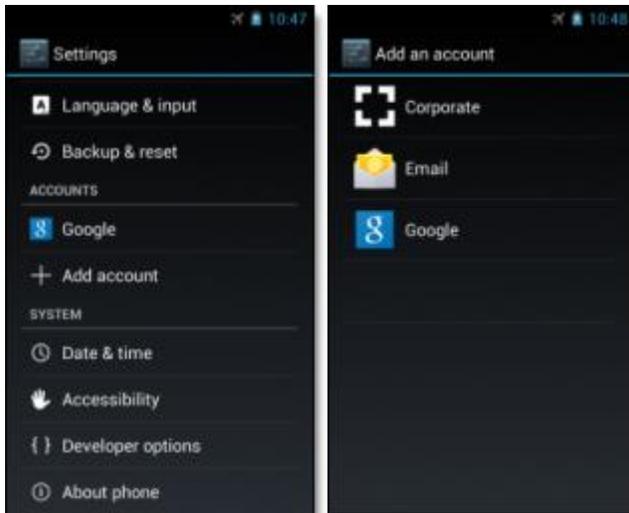
This article will help you complete the following:

- Set up KCHS Google Apps on an Android device.
- Set a passcode on your Android device to ensure HIPAA compliance.

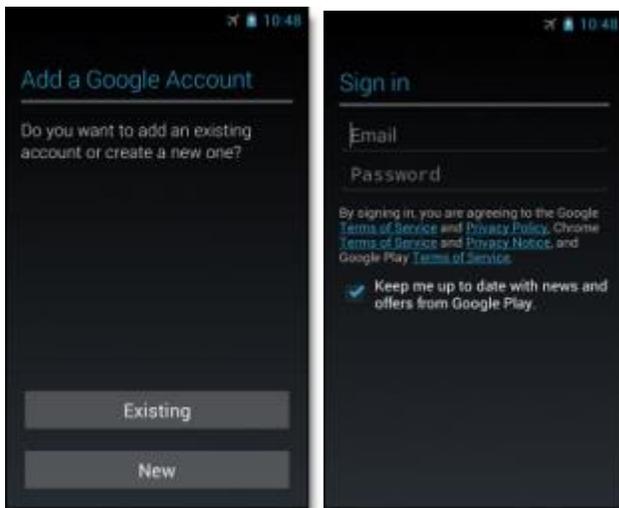
**NOTE:** In the past, a Google Desktop/Mobile Password has been required to configure email clients. The Google Desktop/Mobile Password is being retired but if you have one currently set you may continue to use it until your Internet password expires and/or reset, at which time your Google Desktop/Mobile Client Password will automatically be synced with your Internet password. [Read this article to learn more \(KB0015074\)](#). It is recommended that you synchronize your Internet and Google passwords.

## Instructions

- a. Touch **Settings**.
- b. Touch **Add an account**.
- c. Touch **Google** to add your Google Apps account.



- a. Select **Existing**.
- b. Enter your full University email address as your username, and your Internet password ([user@kolbecaths.org](mailto:user@kolbecaths.org), then your password)



1. Touch **OK** to agree to the Terms of Service. The device will sign into your domain. This process may take a few minutes.

*That's it! You can now use Google Apps from your Android. Just launch Gmail, Google Calendar, or whichever app you want to use.*

**If you are asked to set-up Google Apps Device Policy, continue with the following instructions:**

# Instructions

## Download the Google Apps Device Policy

1. See the [Google Apps Device Policy](#).
2. Press **Install**. Android will ask for authorization by presenting a list of permissions needed for the Device Policy application to function.
3. Press **Install**.
4. When installation is complete, press **Open** to continue.

## Set Up Device Policy on Your Phone or Tablet

1. Press the install notification or app icon to open the app.
2. If you have multiple Google Apps accounts, select the account you want to set up. The Introduction screen gives an overview of what the app does.
3. Click **Next**.
4. If you already have your Google Apps account set up on the phone, select to set up Device Policy with your account.
5. Click **OK**.
  - o **Note:** If you aren't signed in to Google Apps on your Android, you'll be asked to sign into your account.
  - o This step has two scenarios depending on what settings your administrator has set for your device.
6. If your administrator doesn't require device approval, you will be taken to a screen that says "Activate security policies?" Press **Activate**.
7. **Registering Device with server and Confirm Enforcement:** The screen shows a list of policy settings your administrator is enforcing on your account. Press **Enforce**.
8. If you need to change settings, such as choosing a PIN for your device, you'll be notified to make these changes before your device is activated.
9. **Activating Device with server:** Your device will activate, and you'll be taken to the **Status** screen.

You've set up the Device Policy! Your Google Apps data (mail, calendar, and contacts) will start syncing to this device. You don't need to do anything more, but you can check

out some of the [user device management](#) features like remotely locating your device and remotely ringing it if you lose it.

## Setting a Passcode on Your Android Device

1. Touch the **Settings** icon on your Android Device.
2. Select **Security**.
3. Select **Screen lock**.
4. Set the screen lock to a PIN or Password code of your choosing.