

HOW TO SET UP

A

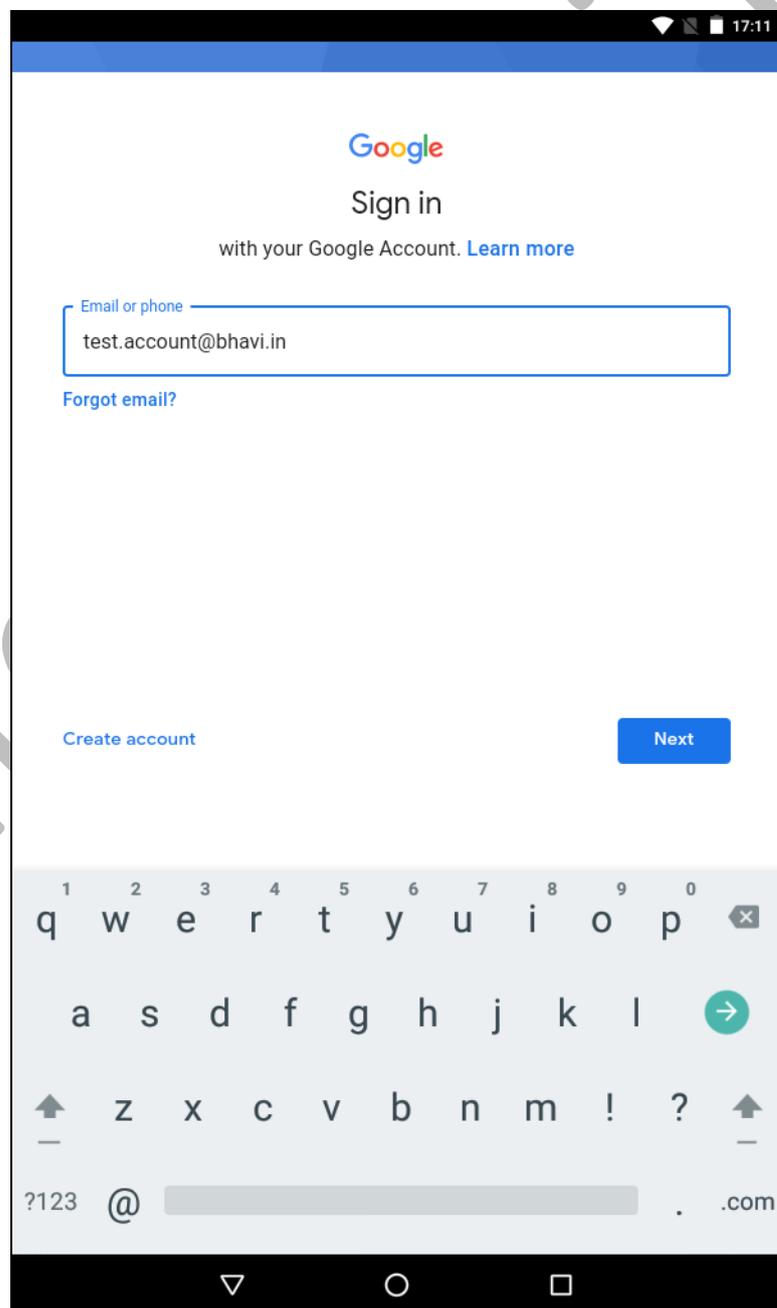
G SUITE FOR EDUCATION

ACCOUNT

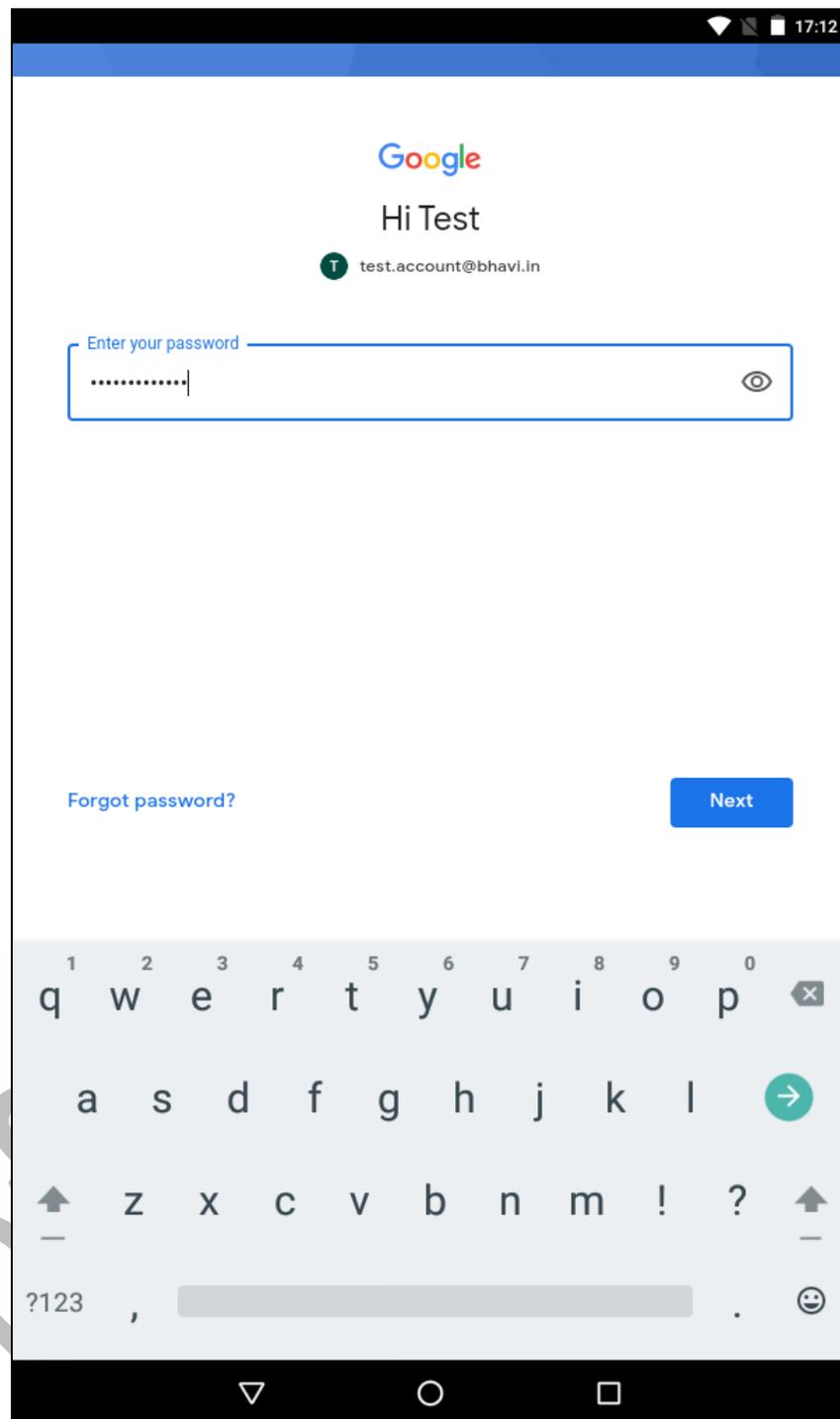
ON YOUR SMARTPHONE

**Note:**

- This document covers setting up a G Suite for Education account on an Android Smartphone.
  - The screens presented here may be different by options and sequence of appearance on your devices.
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- Open **Settings** (phone settings)
  - Open **Accounts / Google** (could be displayed with other options)
  - Choose to create a new **Google account** (Options would possibly be **+**, Add account, etc..)
  - Enter the email address provided to you and tap **Next** (DO NOT tap **Create account**)

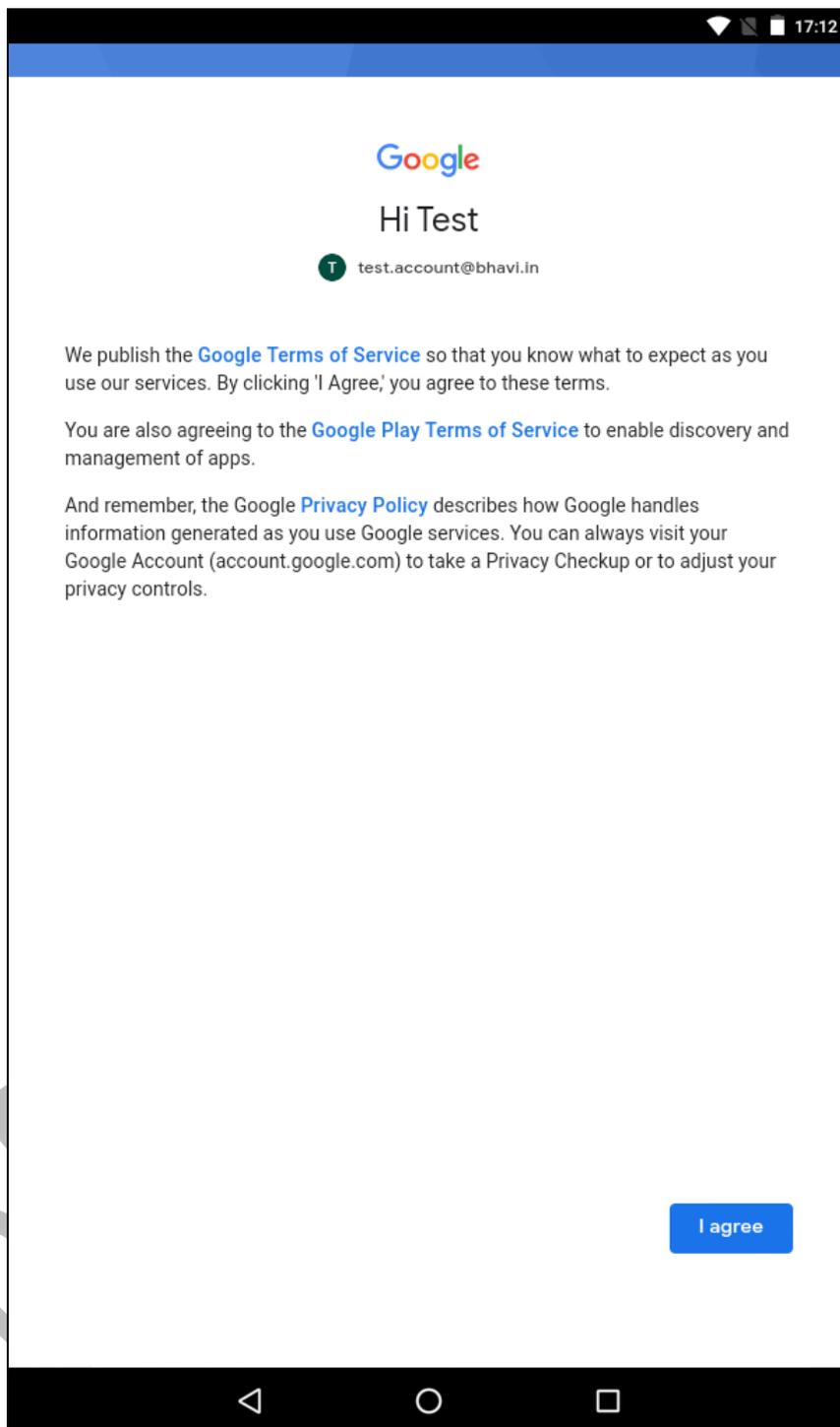


- Enter the corresponding password and tap **Next**.

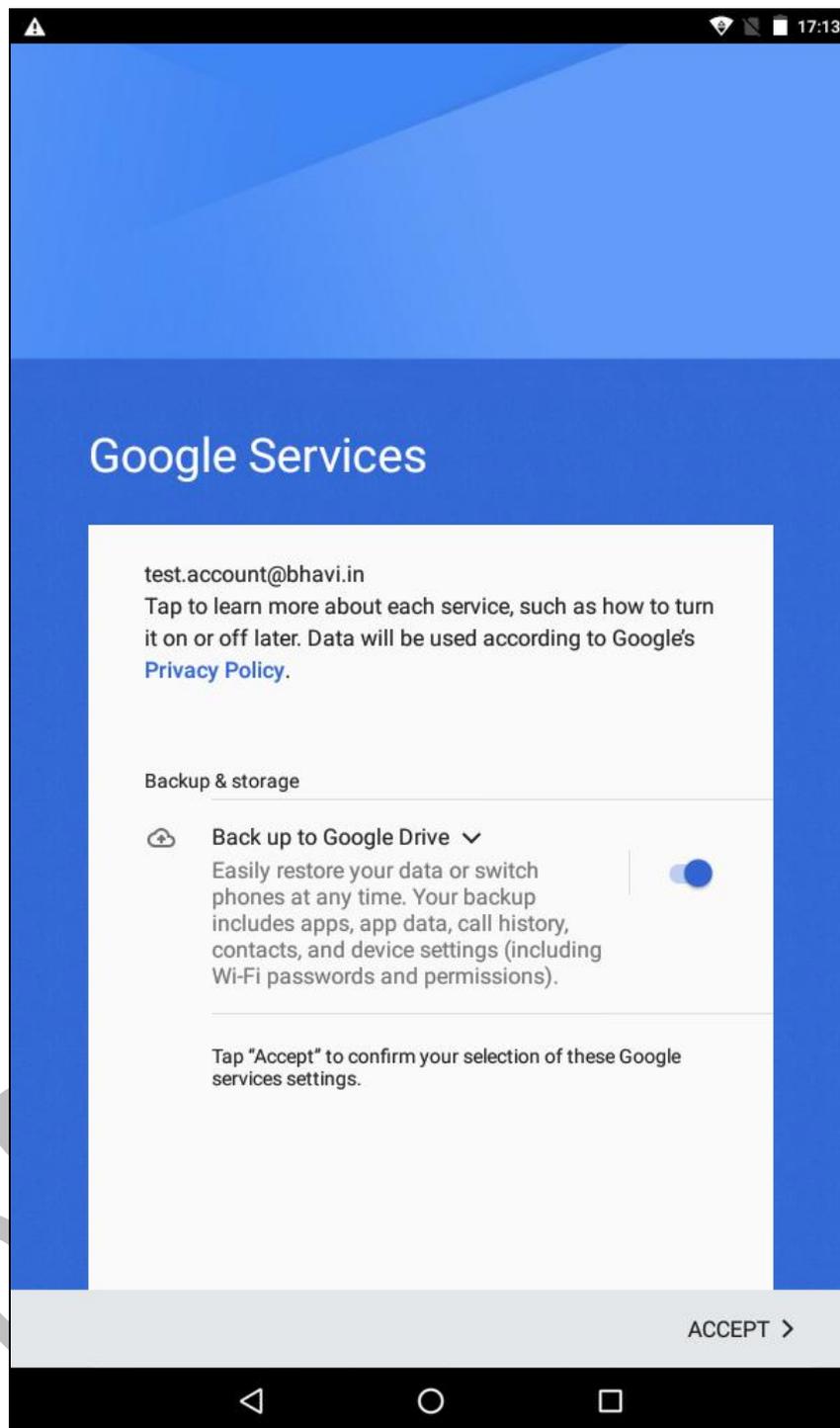


- First time users will have to agree to Google's terms of use.
- First time users might also have to change their password immediately after logging in. You'll be prompted to do so if required.

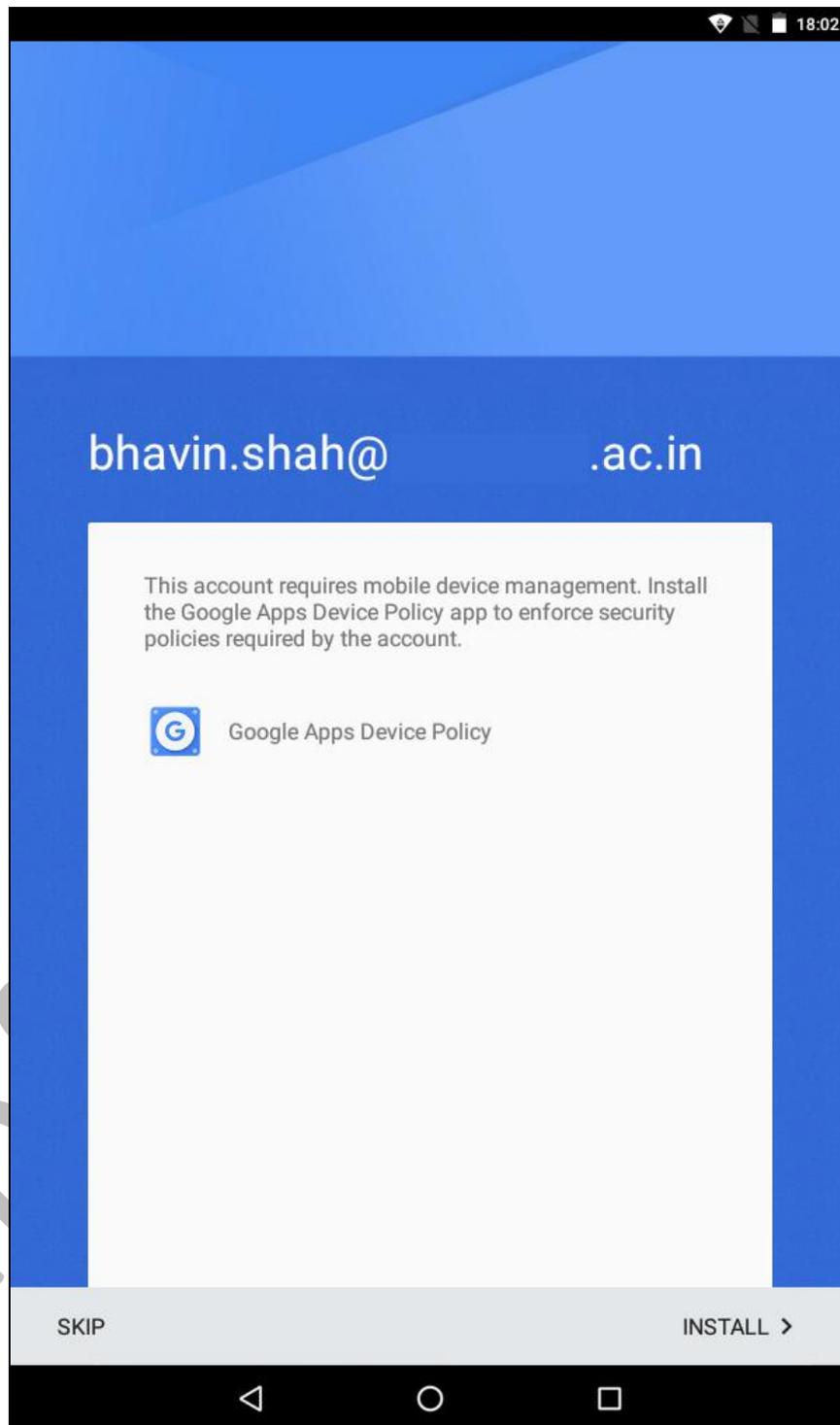
- Tap **I Agree** to agree to the Terms of Service of Google



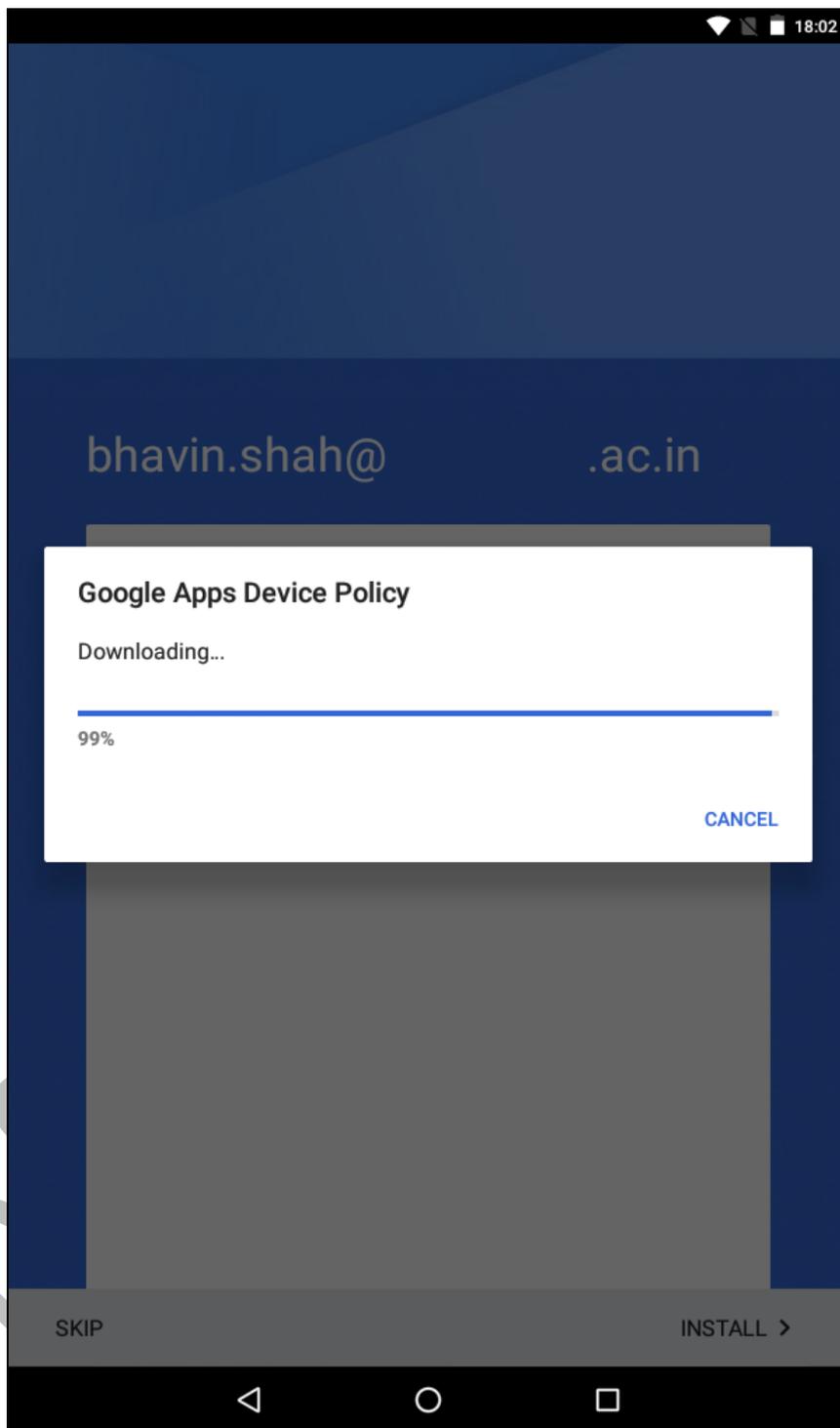
- Tap **Accept** to confirm you selection to Google's services settings



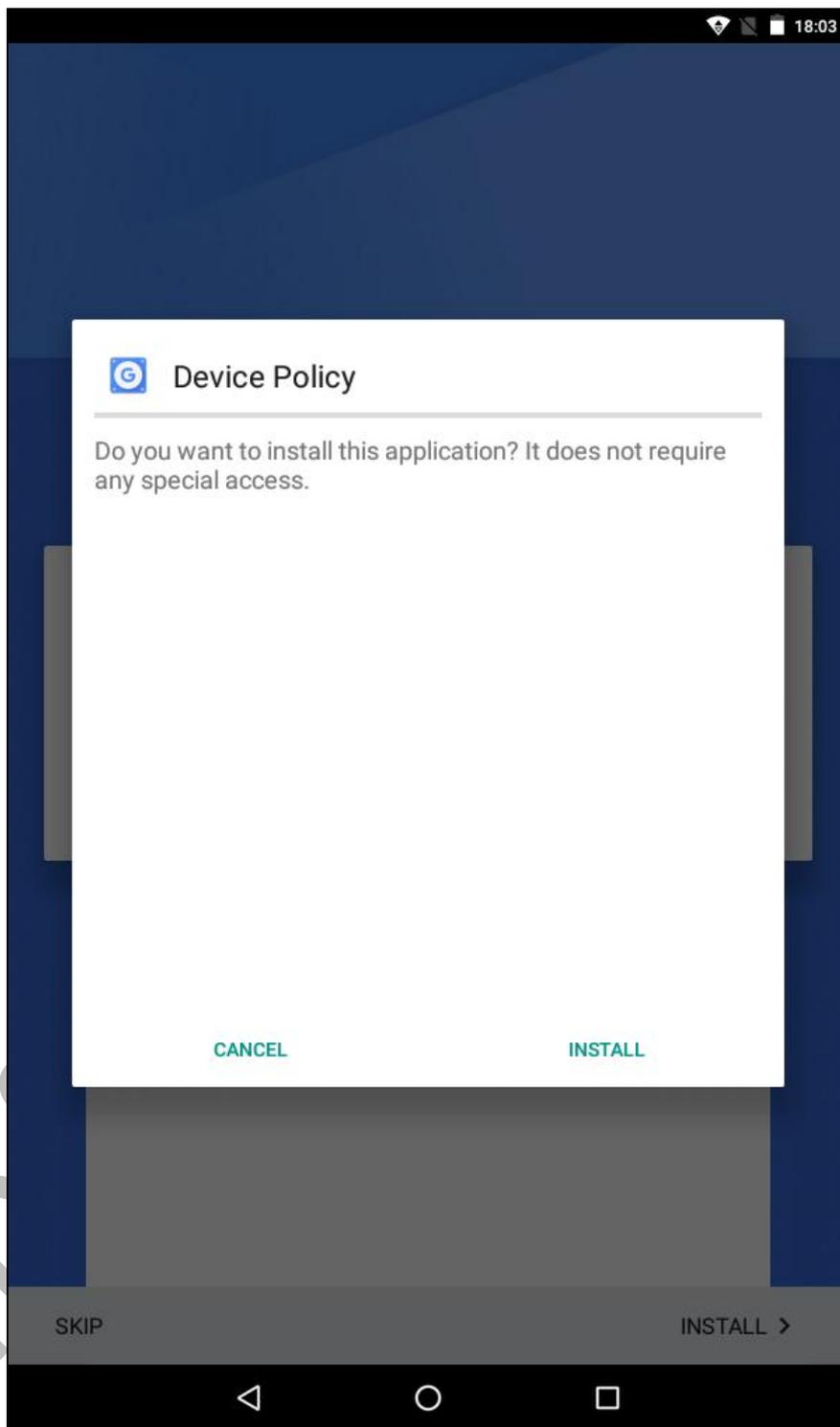
- A G Suite for Education account requires Mobile Device Management. The Google Apps Device Policy App will have to be downloaded and installed on your device.
- Tap **INSTALL** to begin the installation.



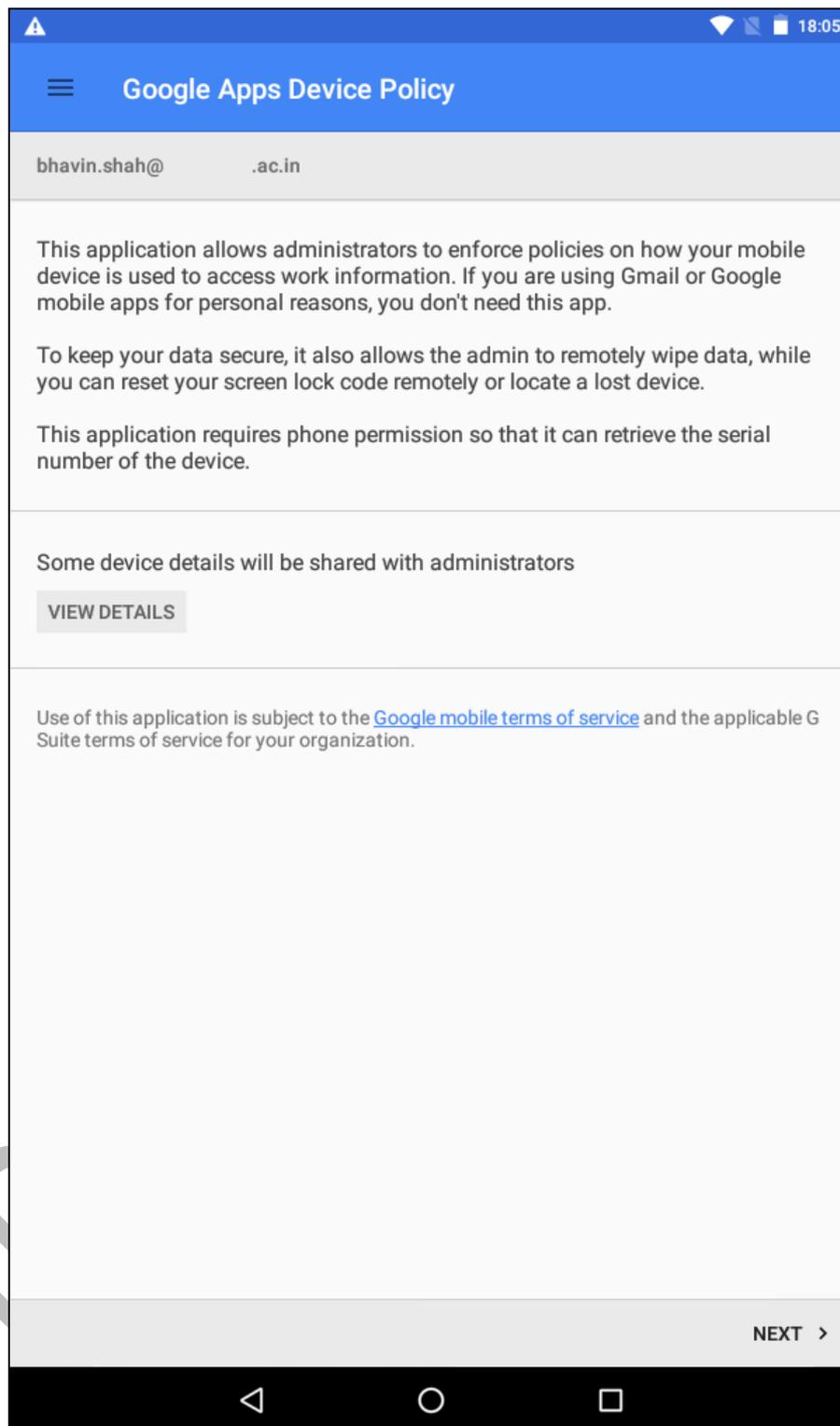
- Wait for the App to finish downloading.



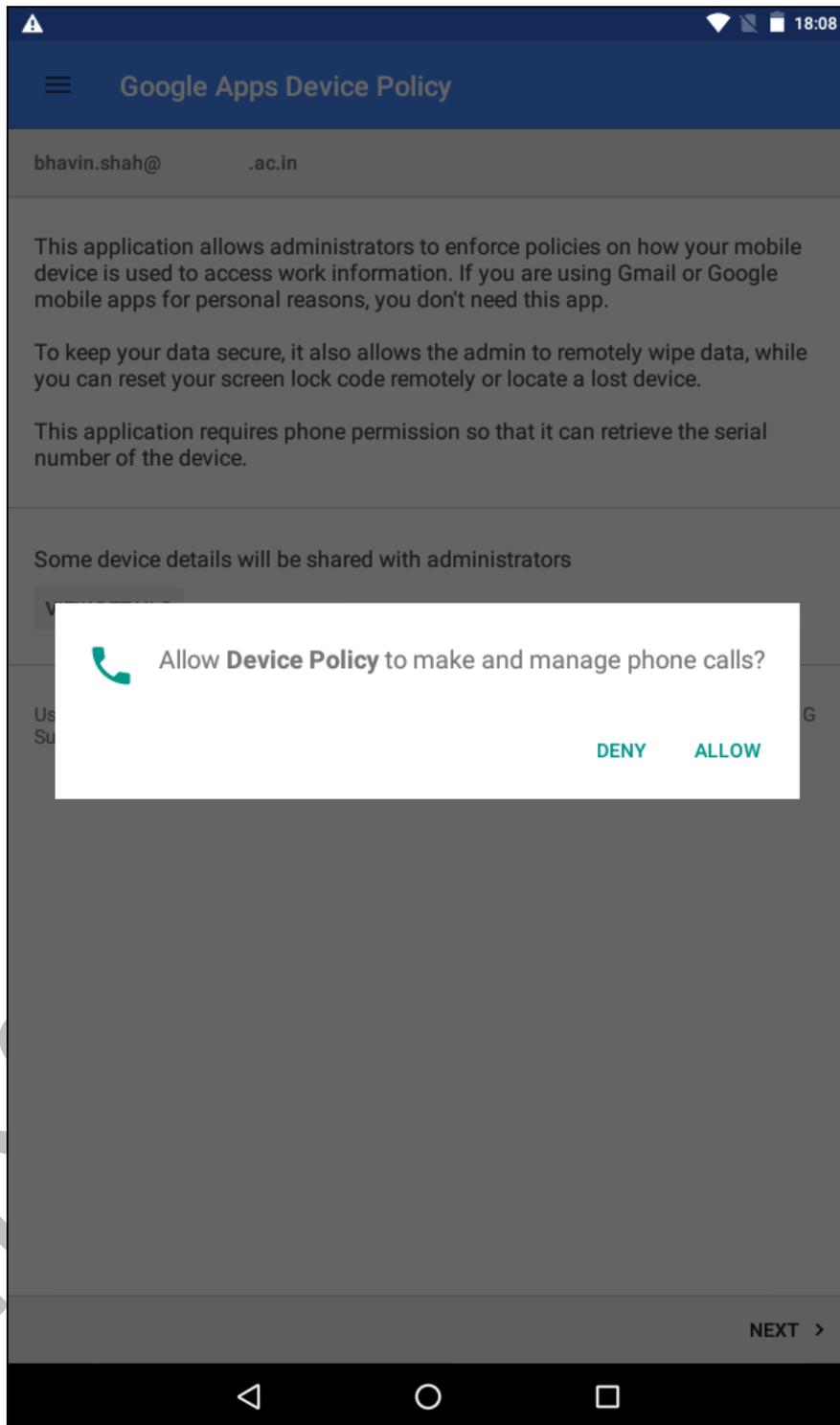
- Tap **INSTALL** to begin the installation of the App.



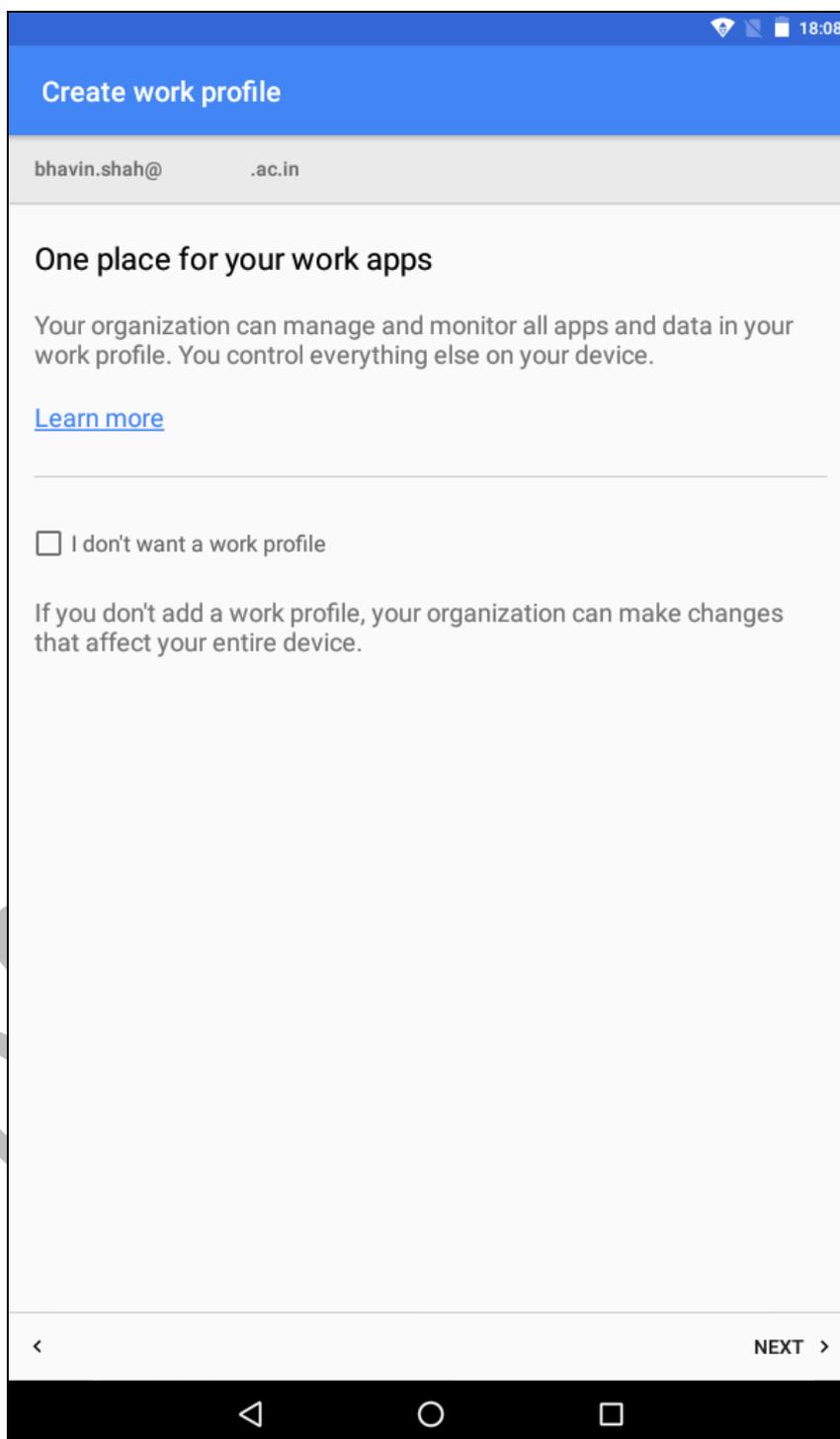
- Tap **Next** on the following screen



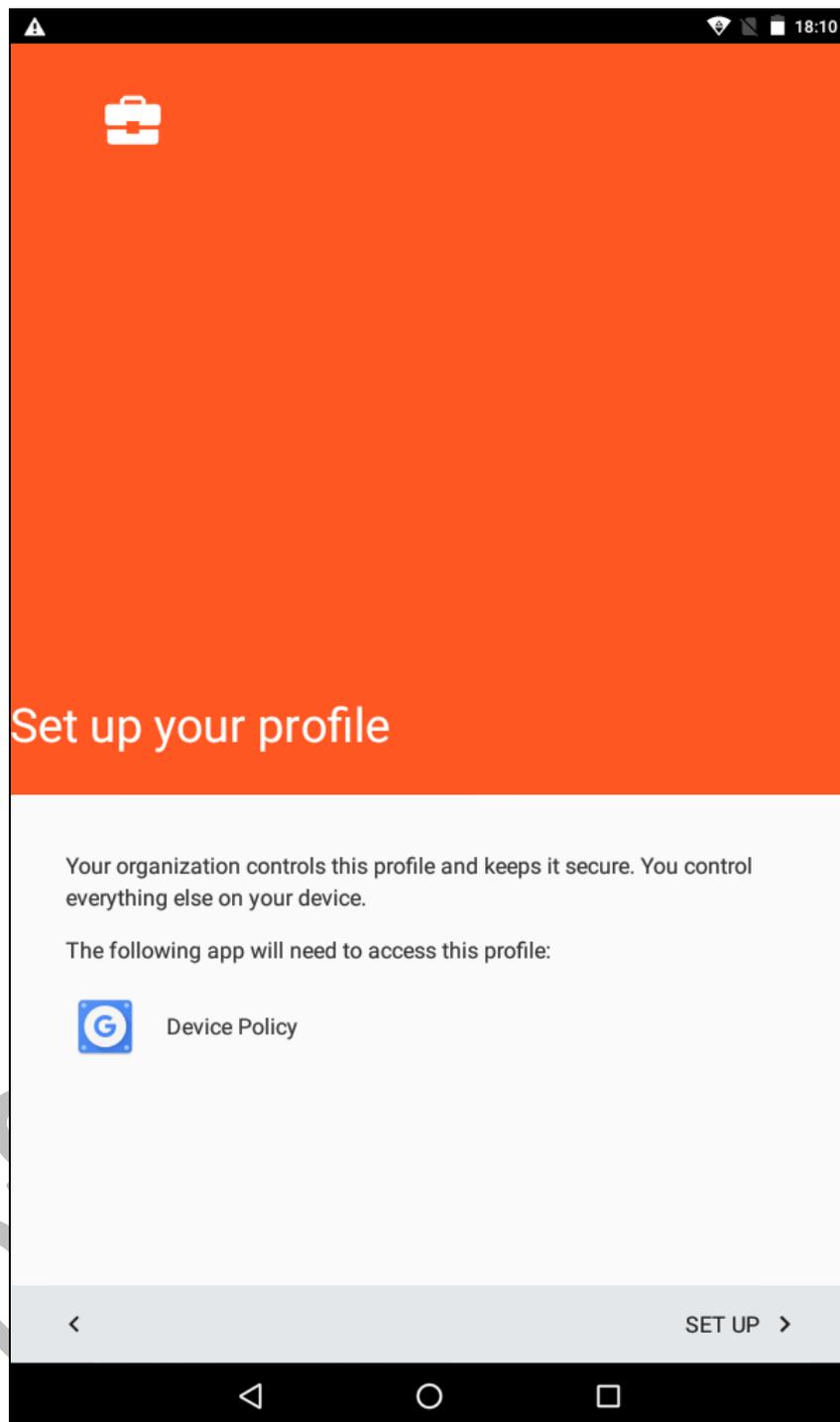
- Tap **ALLOW** on the following screen.



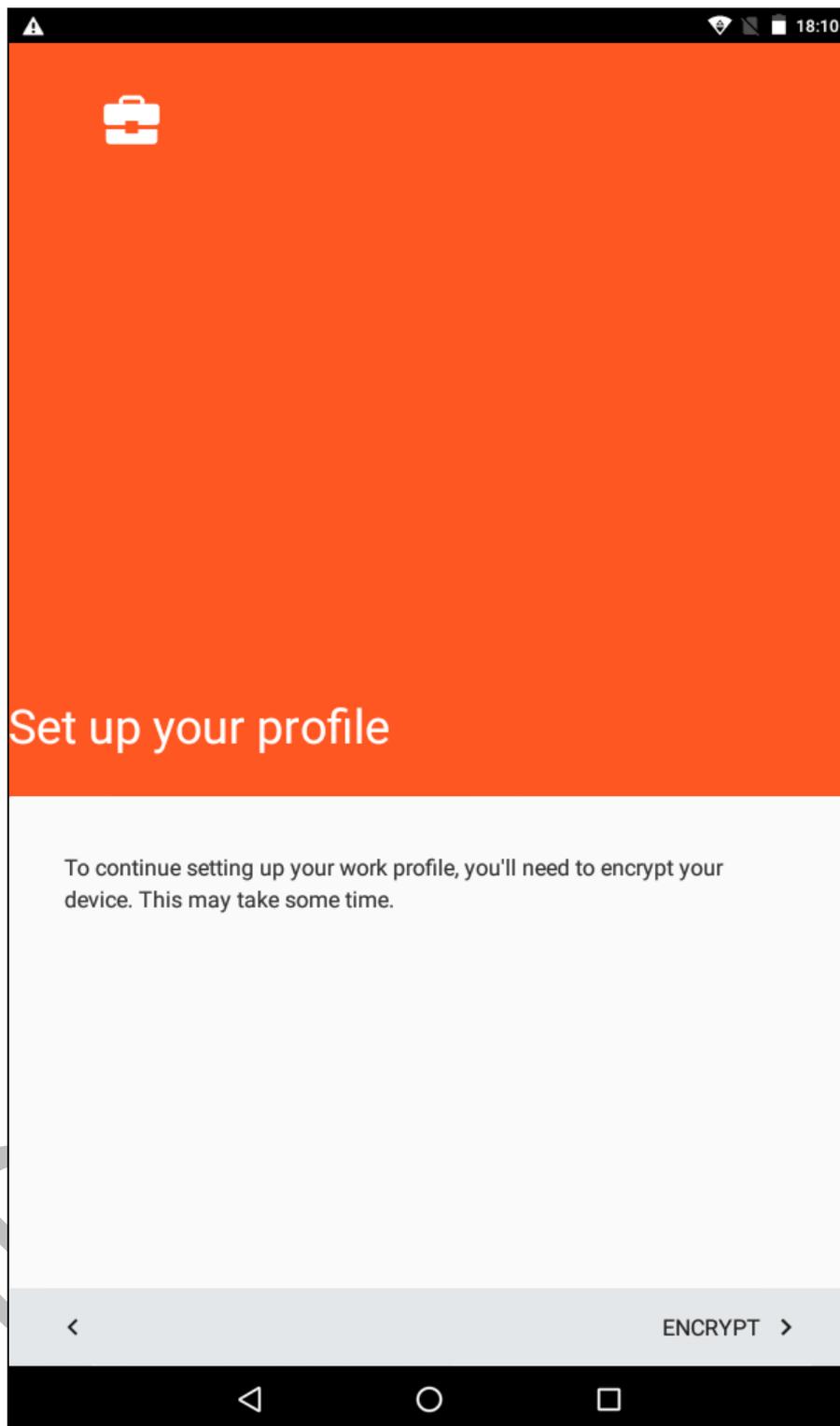
- Create a work profile to let your organization manage apps and data in your work profile.
- You control everything outside the work profile.
- Select **I don't want a work profile** to let your organization manage your entire device.
- Tap **Next** after making a suitable choice.



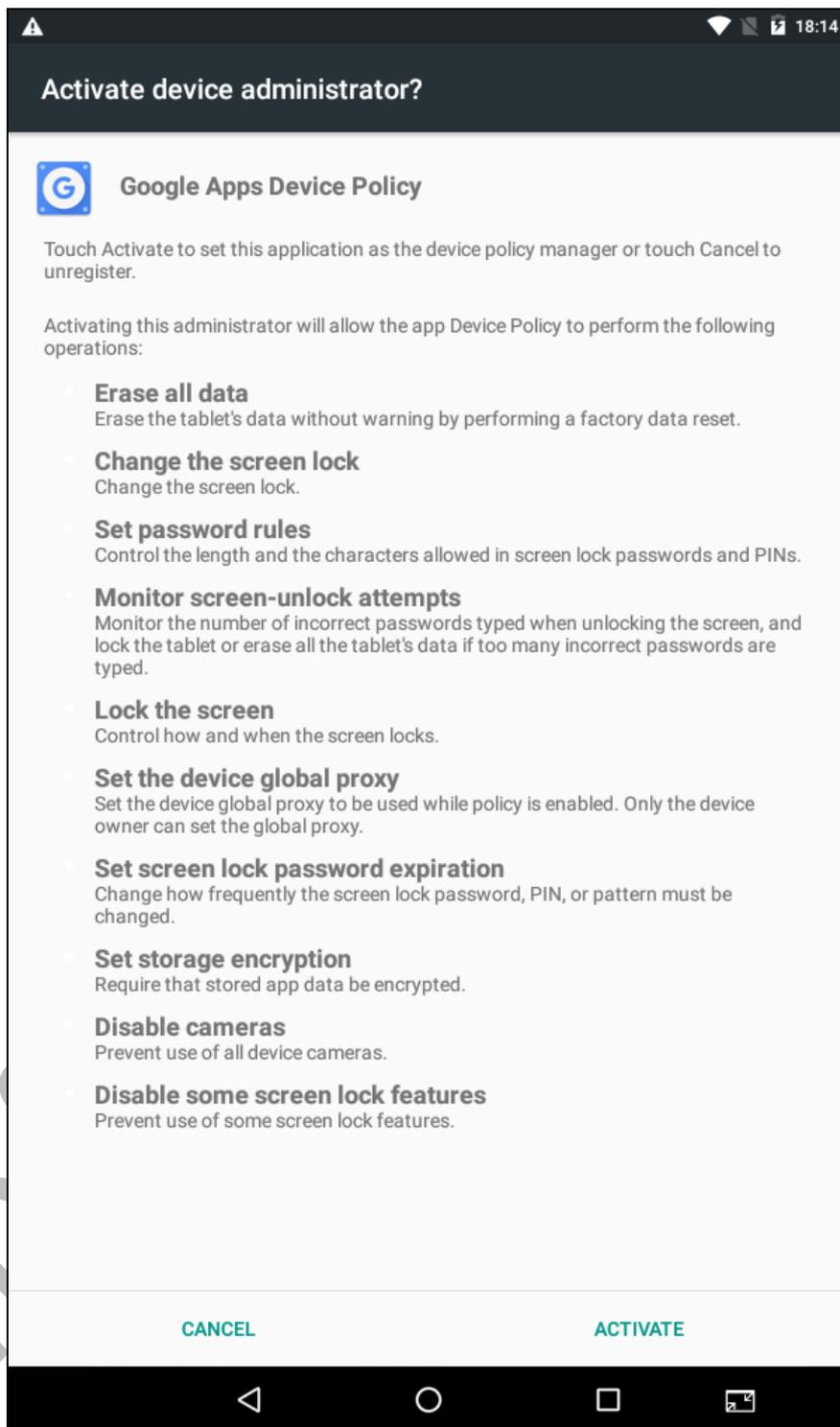
- Tap **SET UP** to setup your profile.



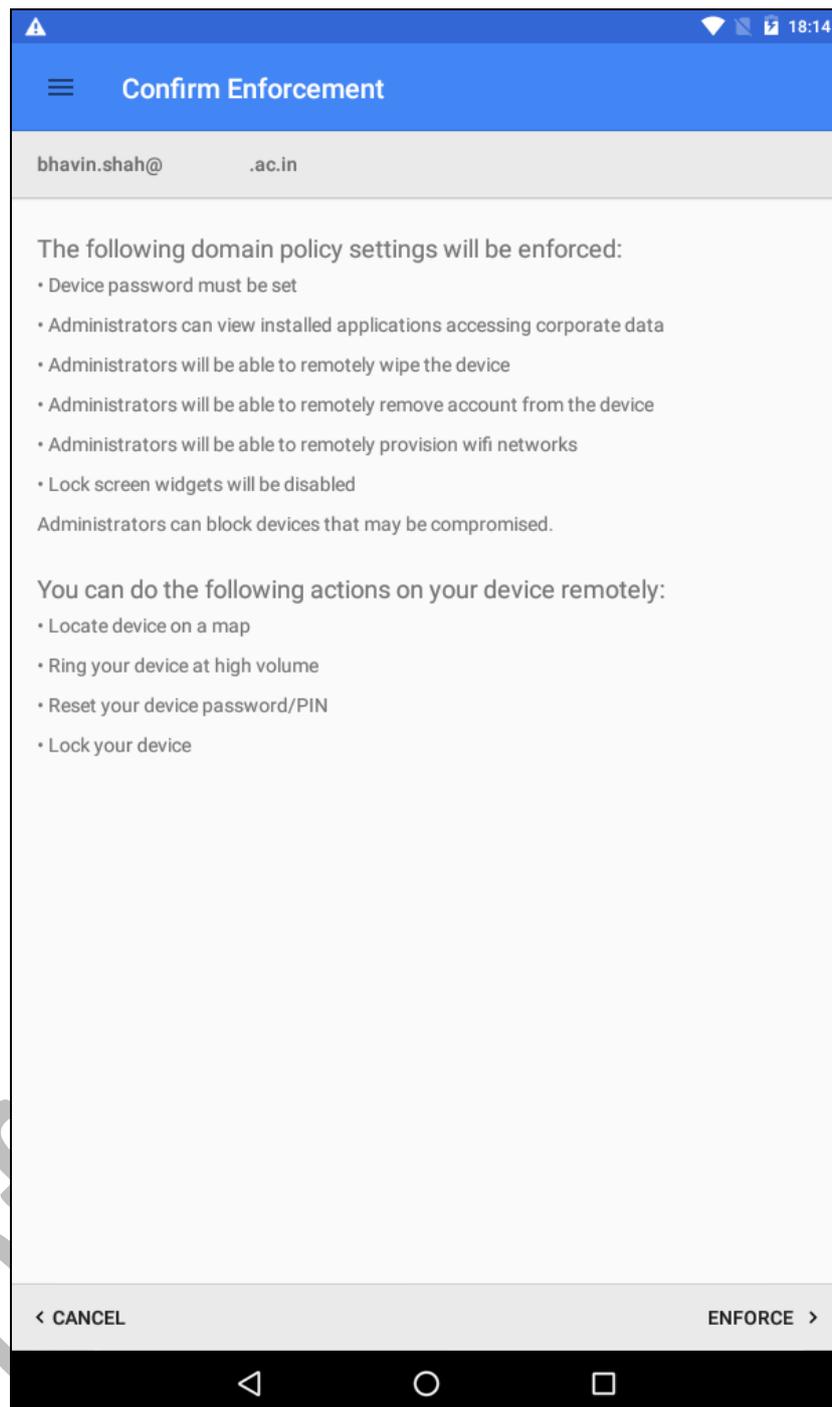
- Tap **ENCRYPT** to proceed with work profile encryption.



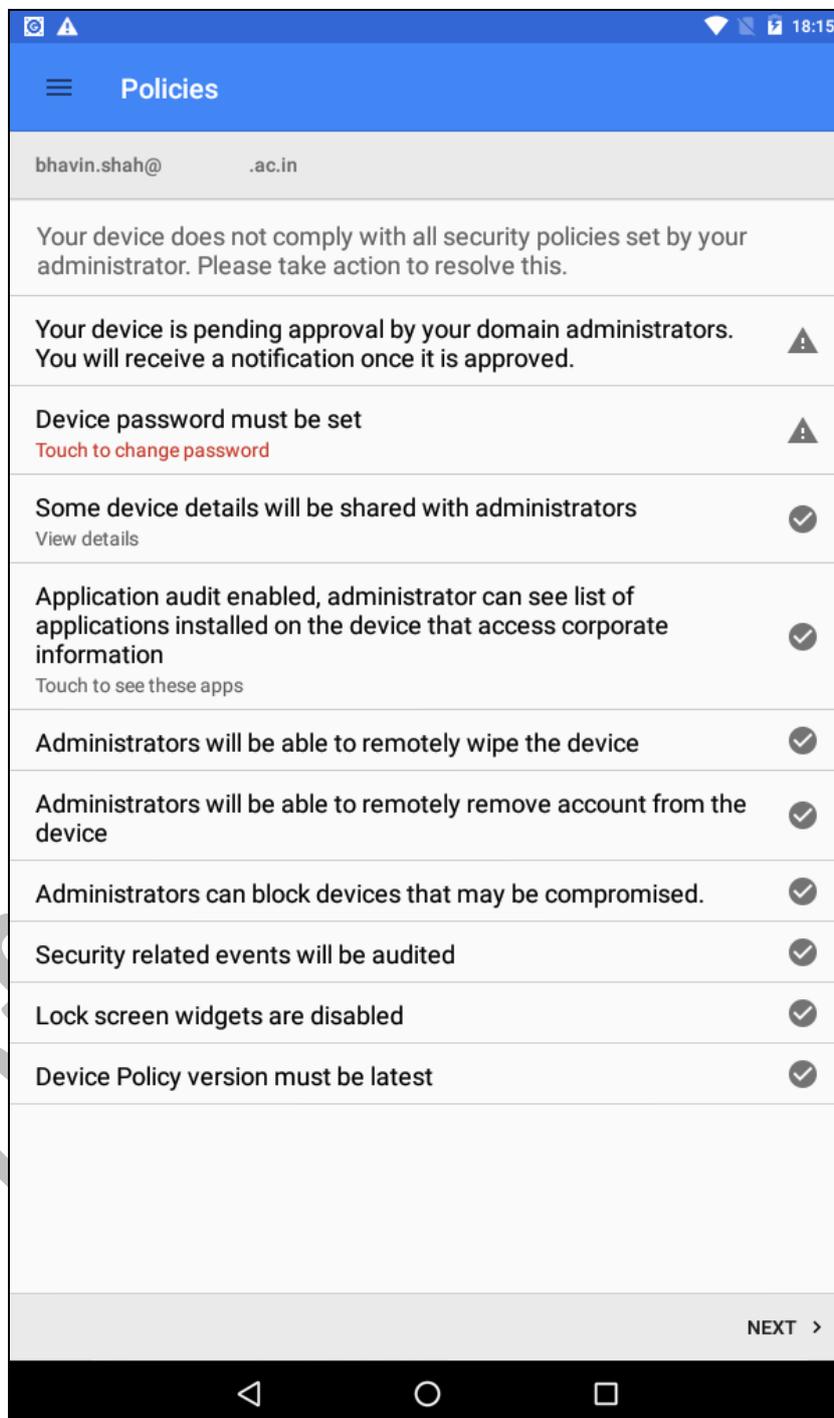
- Tap **ACTIVATE** to activate the device administrator



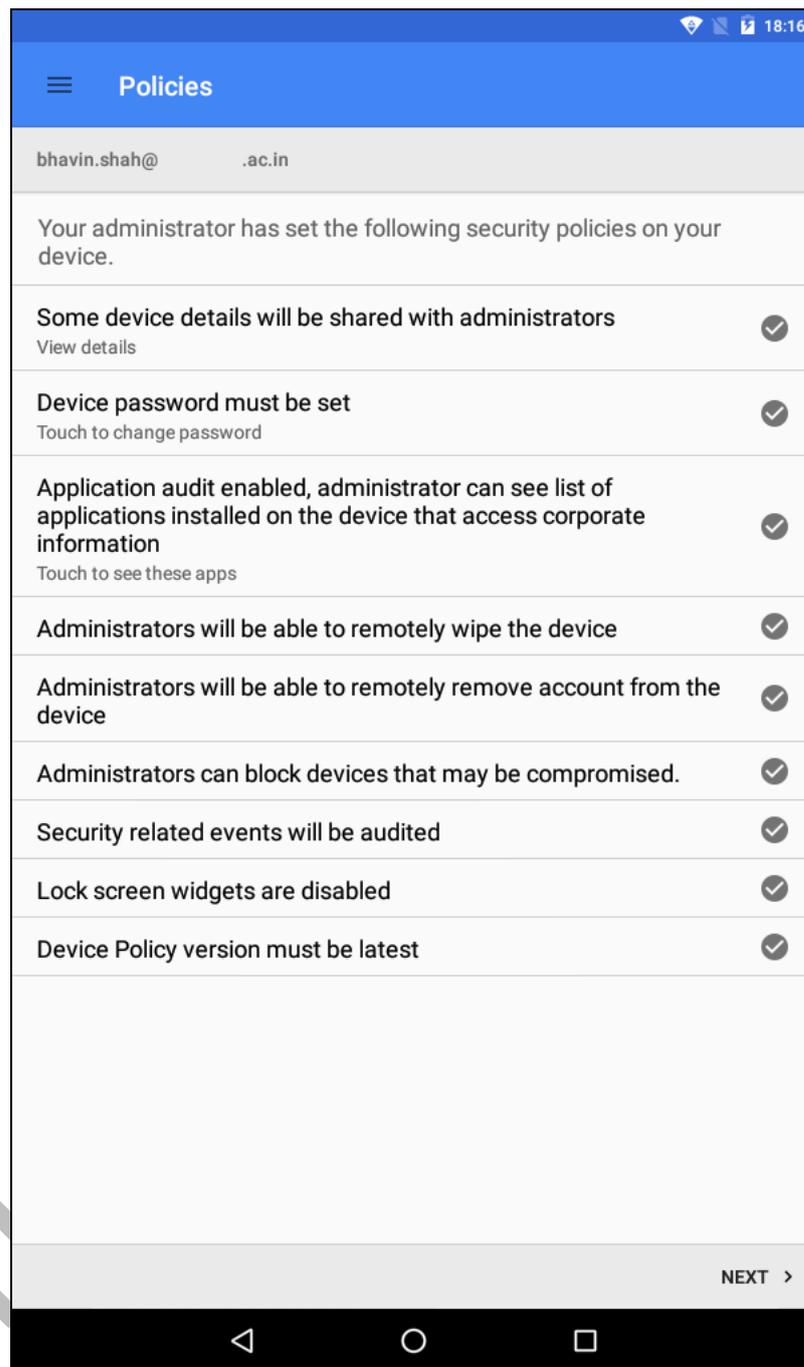
- Tap **ENFORCE** to enforce the device policy



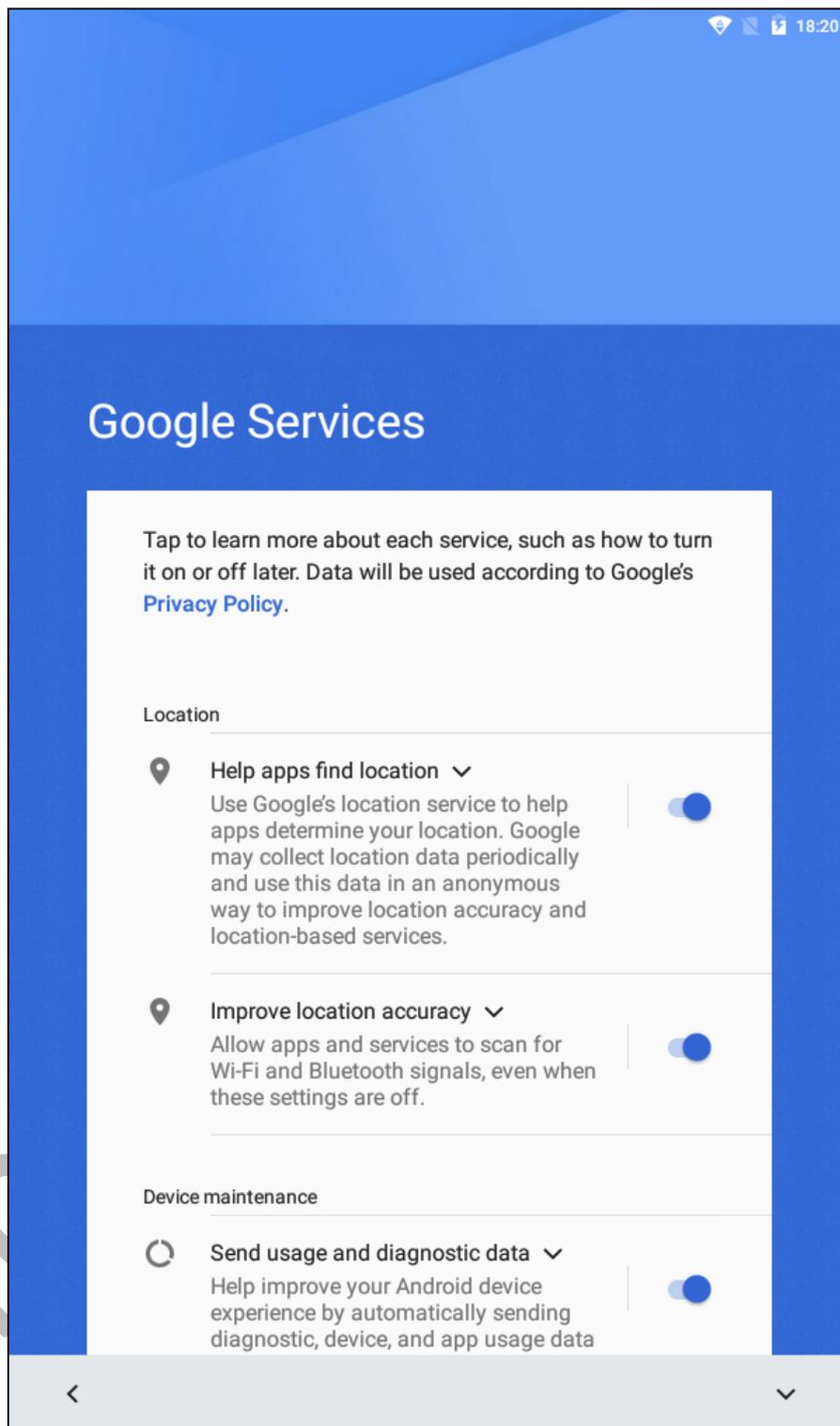
- Your device will now be approved by the administrator. Wait for the confirmation message.
- You will now have to set a device password (lock) if it is not set up. (PIN, Pattern, Voice lock, etc...)
- Tap **Next** once done setting the device lock.



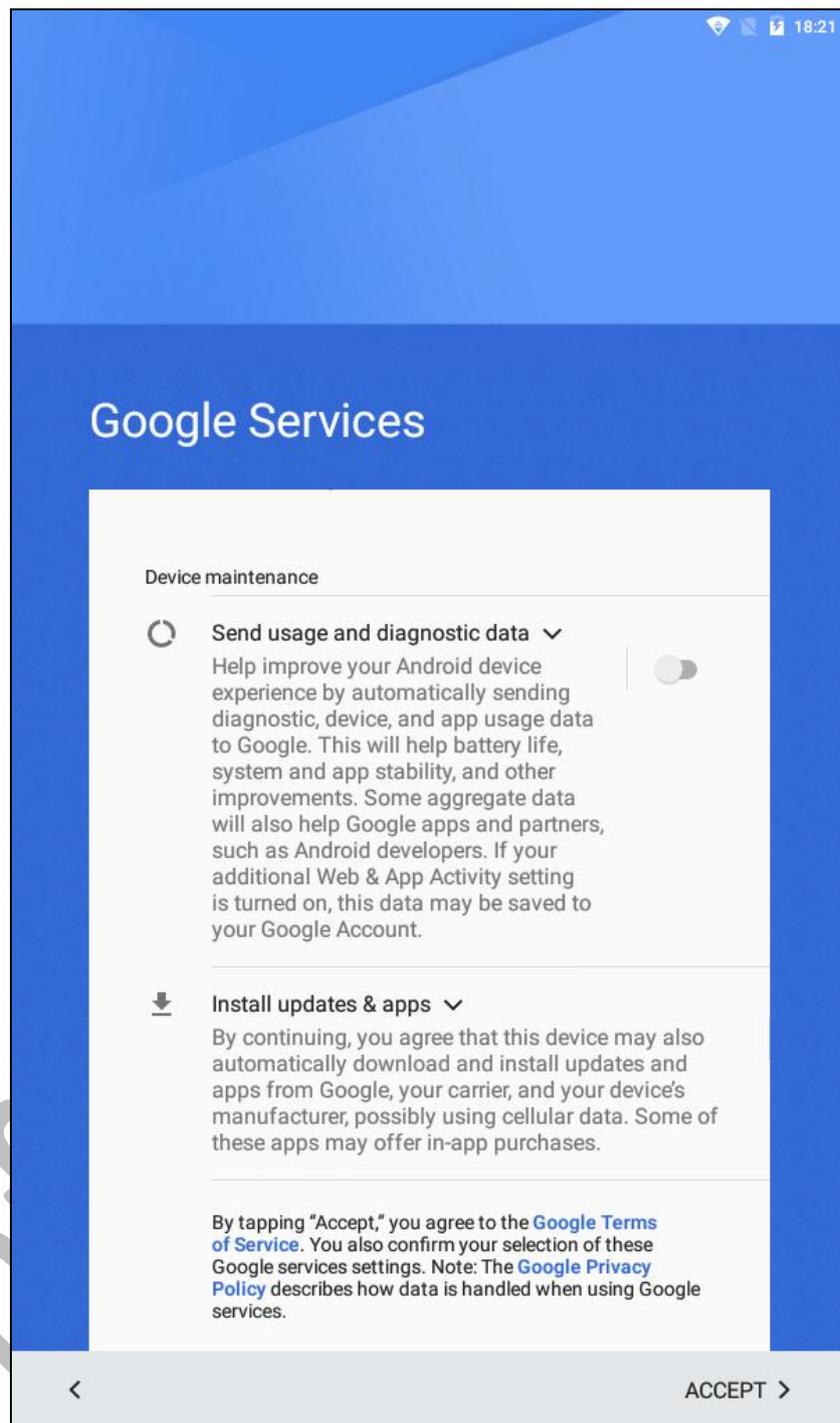
- Tap **NEXT** once all policies have been enforced.



- Tap **V** to scroll down for more services once all service settings are saved.



- Tap **ACCEPT** once all service settings are saved.



**Your G Suite for Education account is now set up and ready to use.**

**\* \* \* \* \***