

## Directions to set-up e-mail access on the Droid Platform smartphone

1. Go to Settings-Accounts & sync
2. Chose Add account
3. If Google is NOT checked then select and follow the steps to add your Google e-mail address. If you do not have a Google mail account yet you can create one now.
4. Once you have created your Google mail account determine if you would like to sync your contacts, Gmail and calendar. You must sync your Gmail account for this process to work.
5. The next step is to open your Groupwise account from any district computer.
6. Once you are logged into your Groupwise account select Tools-Rules
7. Select New and then create a name for your Google Account
8. Under "When event is new item" select Received.
9. Under "If conditions are (optional) Item Types: " select Mail.
10. Under "Then actions are" select "Add Action – Forward
11. Under the "To" section type your Gmail account
12. Click O.K. and then Save
13. Once you are at the Rules section again be sure that your new Rule is selected and chose "Run"

The above steps will forward mail addressed to your Groupwise account to your Droid phone. You will still receive your mail in your Groupwise account and you can delete messages from one device without it causing a deletion to the other device.