

### Initial Setup of Google Apps™ for Windows® Phone 7

#### Concept

This document describes the procedures for configuring the Windows® Phone 7 to synchronize CWRU email, contacts and calendar items using the Google Apps™ service. All actions the user takes on the Windows Phone will be synchronized with the Google Mail™ web interface. These instructions are intended for users who already have an active CWRU Google Apps account and wish to set up synchronization with their Windows Phone for the first time.

#### Procedure

Step	Action
1.	Tap the <b>Start</b> button (represented by the Windows logo) on the front of the Windows Phone to access the start screen.
2.	Tap the rightward facing arrow in the top, right corner of the screen.
3.	Tap the <b>Search</b> button (resembling a magnifying glass) in the top, left corner of the screen to access the search function.
4.	Enter " <b>Settings</b> " into the blank search field.
5.	Tap <b>Settings</b> when it appears beneath the search field.
6.	Find and tap <b>email+accounts</b> on the <b>system applications</b> screen.
7.	Tap <b>add an account</b> on the <b>email+accounts</b> screen.
8.	Choose <b>Google</b> from the list of account providers.
9.	Enter the CWRU Network ID version of your email address ( <i>abc123@case.edu</i> ) in the <b>Email address</b> field.
10.	Enter your CWRU Google Apps password in the <b>Password</b> field
11.	Tap the <b>sign in</b> button in the bottom, left corner of the screen.
12.	The Windows Phone will synchronize with the Google interface. When finished, the <b>Google</b> account label will change from light gray to black.
13.	When synchronization is complete, tap <b>Google</b> from the <b>email+accounts</b> screen.
14.	From the <b>GOOGLE SETTINGS</b> screen, you may indicate a unique account name, how often new content is downloaded and which types of content (email, contacts and calendar) the phone should synchronize.
15.	Ensure the box next to <b>Server requires encrypted (SSL) connection</b> is checked.
16.	Tap the <b>Done</b> icon (resembling a black checkmark enclosed in a circle) in the bottom, middle of the screen.
17.	<b>End of Procedure.</b>