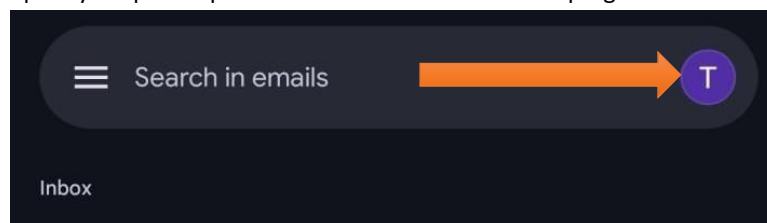


## To add your CUEA students email accounts on the Gmail app, follow these steps:

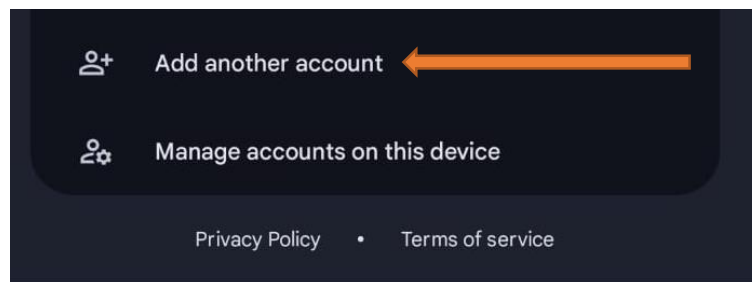
1. **Open the Gmail App:** Launch the Gmail app on your smartphone or tablet.



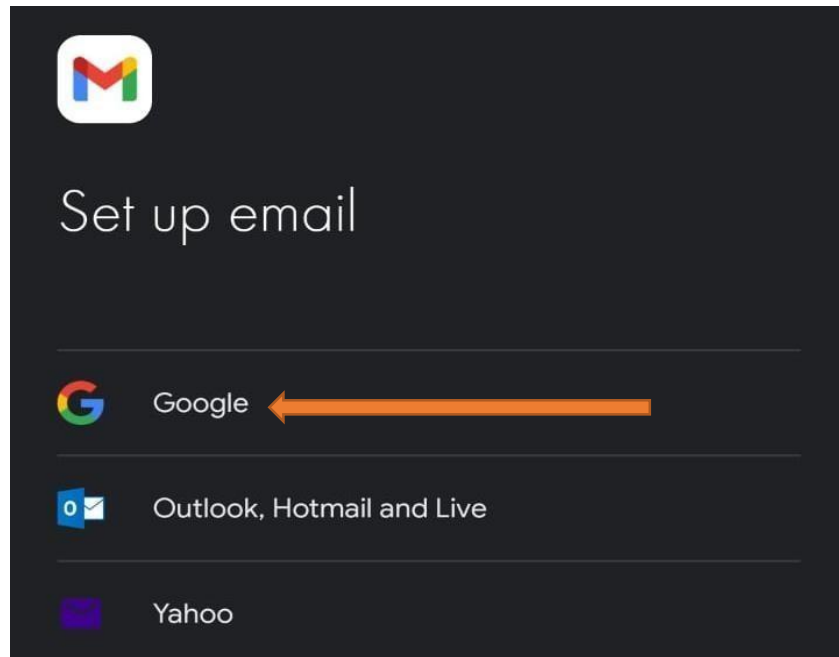
2. **Access Settings:** Tap on your profile picture or initial located at the top right corner of the screen.



3. **Add Another Account:** A menu will appear showing the accounts currently logged in. Tap on "Add another account."

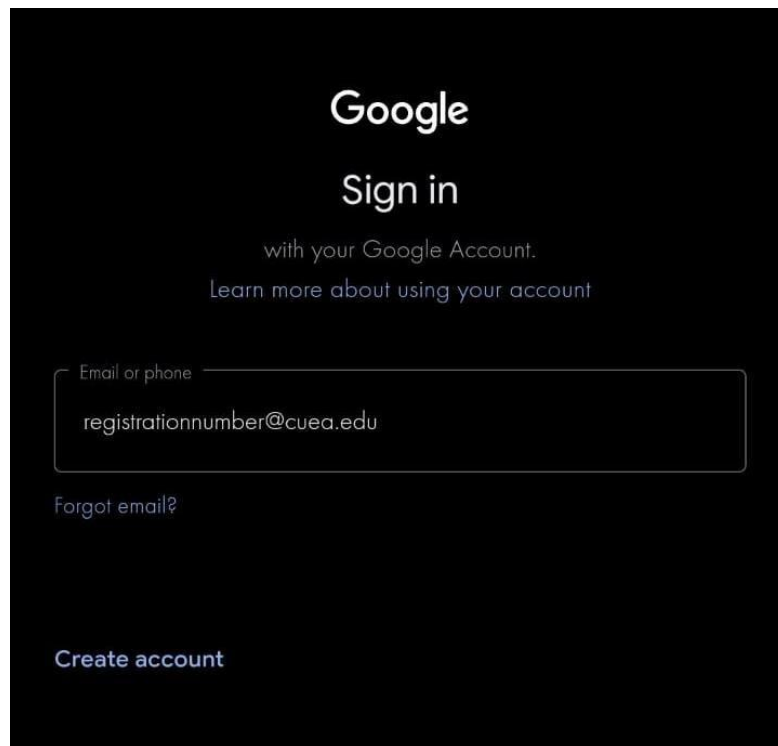


4. **Choose Account Type:**
  - Select **Google**



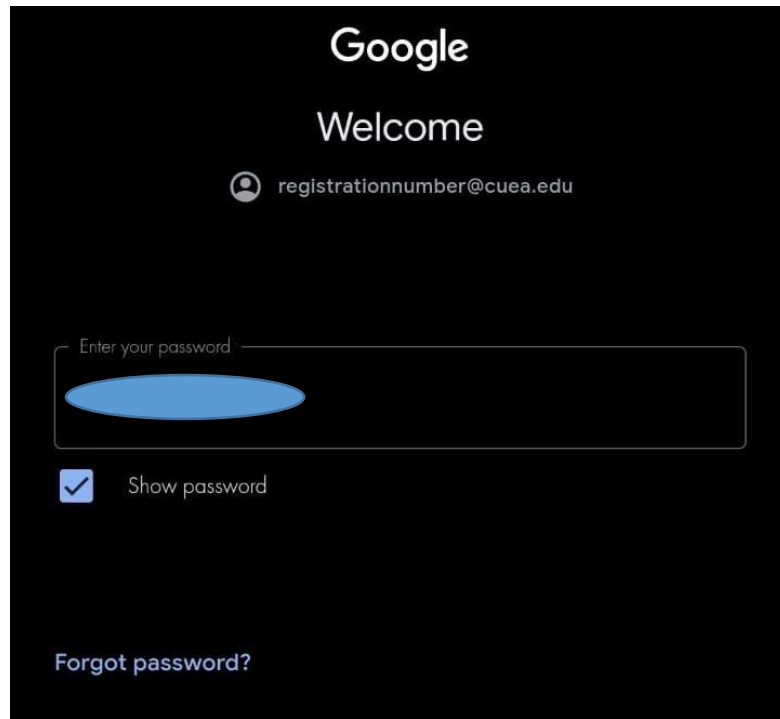
5. **Sign In:**

- Enter the email address of the account you want to add.
- Tap "Next."



6. **Enter Password:**

- Enter the password (**ADMISSIONNUMBERCUEA**) and tap "Next."



- 7. **Agree to Terms:** ○ If prompted, read and agree to the terms of service and privacy policy.

# Google

## Welcome

### Welcome to your new account

Welcome to your new Google Workspace for Education account:  
registrationnumber@cuea.edu.

Your school manages this account, which means that:

- Your school chooses which services you can access when using this account, like Gmail, Docs and Google Maps
- Your school manages data saved in the account (<https://support.google.com/accounts/answer/181692>) and can choose if you can access that data
- Your school can see how you use the account, including the emails that you send and the Docs that you create
- Your school can also see and change your privacy settings and delete your account

The Google Workspace for Education Privacy Notice ([https://workspace.google.com/terms/education\\_privacy](https://workspace.google.com/terms/education_privacy)) describes additional details about what information is collected and how it's used.

Here are the types of Google services that you may be able to access with your account:

- Google Workspace services. Core services include Gmail, Calendar, Contacts, Drive, Docs, Forms, Groups, Sheets, Sites, Slides, Chat, Meet, Vault and others.

You can learn more about these services in the Services summary ([https://workspace.google.com/terms/user\\_features](https://workspace.google.com/terms/user_features)). You can learn more about your privacy while using these services in the Google Cloud Privacy Notice (<https://cloud.google.com/terms/cloud-privacy-notice>). Your school's agreement with Google describes your use of these services.

There are no ads shown in Google Workspace for Education core services. Also, none of the personal information collected in the core services is used for advertising purposes. Other services

I understand

#### 8. Account Added:

- After successful sign-in, you will see the newly added account in your Gmail app.

9. **Switch Between Accounts:** ○ To switch between accounts, tap on your profile picture or initial at the top right and select the desired account from the list.

**That's it! You can now manage your CUEA students email accounts within the Gmail app.**