

Setting up your Borgia email on your iPad

Please follow the following steps to set up your email on your iPad

On your iPad:

1. Tap on Settings and tap Passwords & Accounts
2. Tap Add Account
3. Tap Google. Your email account is a Google Education Account.
4. A Google Sign In screen will pop up
 - Enter your Borgia email address, tap Next.
 - Enter your password which should be the same as your Skyward password, tap Next.
 - Pop Up Screen appears with Welcome to your new account information. Scroll down and tap Accept.
 - You may be asked to change your password. If so, change your password to a secure password with a mix of letters and numbers and a symbol. Do not use your name, address, or birthday. Also avoid recognizable words. If you want to use a word, put a capital letter in the middle, replace a letter with a number or leave out a vowel. Tap Next.
 - The Mail, Contact, and Calendars screen appears. Tap Save.
 - The Account screen appears. I recommend you tap on the Account and under Description Change Gmail to Borgia. Tap Done. This step is optional, but you may have more than one Gmail account and this helps keep them straight.
5. Your email account will appear in your list of mailboxes.
6. Now that your account is set up, send an email to freshmanclass2023@borgia.com letting us know your account is working. You should receive a response that we have received your email. If you do NOT receive a response, please contact rebecca.price@borgia.com.
7. Your account needs to be set up before school starts as teachers use email to contact students. Daily announcements and other important information are sent using email.