How to Setup TC Gmail on an iPad, iPhone, or iPod device?

**Prerequisite:** Obtain Google Sync Code and know your UNI. If you know your code already, then you can skip to Part II. If you forgot your UNI, then go to [http://uni.columbia.edu](http://uni.columbia.edu) to look it up.

**Part I: How to obtain your Google Sync Code?**

1. Within the my TC portal select the Search & Help tab.

![my TC portal with Search & Help tab highlighted](image-url)
2. Click on the Reset My Code button.
3. Click on Continue

4. Click on the Show Button

5. Write down the code in the box.
Part II: How to Configure Your Device?

1. Tap on settings
   Scroll down and tap on Mail, Contacts, Calendars

2. Tap on Add Account
3. Tap on Microsoft Exchange  
(Note: The settings for this choice are more compatible with our environment than choosing Gmail.)

4. Email: Use the form Your **UNI@tc.columbia.edu**
Password: **Enter the Google Sync code**
Description: **TC Gmail**
Tap on Next.
5. **Server:** m.google.com  
**Domain:** tc.columbia.edu  
**Username:** Your UNI  
Tap on Next

6. **Tap on Save**