Setting up your iPhone for Google Apps

The following document will take you through the steps of setting up your iPhone to sync with Google Apps.

Before beginning this setup you should be sure you have logged into Google Apps for the first time and have created a new password.

The steps below will first take all of your existing contacts and upload them into Google Apps. Then you will setup your Google Apps account on your iPhone. After the account is setup, you will then do a sync which will bring the contacts back to your iPhone. If you would rather not sync your contacts with Google Apps, you can turn that option off when you setup the account.

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Requirements and Upload

Google Sync is only supported on iPhone OS versions 3.0 and above. You can check your current version by going to **Settings** > **General** > **About** > **Version**. To upgrade, follow the instructions here. Please upgrade to iPhone OS 3.0 before setting up Google Sync.

Create a backup

It would be a good idea to create a backup of your contacts. If you use a Mac then open your Address Book and go to File → Export → Address Book Archive. If you use a PC and have your contacts stored in Outlook then make sure to backup your Outlook profile.

Upload Contacts to Google Apps

If you would like to keep the current contact information from you iPhone, you should first upload those contacts to Google Apps before setting up your account on the iPhone. You can use iTunes to upload existing Contacts from your Apple device to Google Apps.

There are instructions for PC, Mac Snow Leopard 10.6, and Leopard 10.5
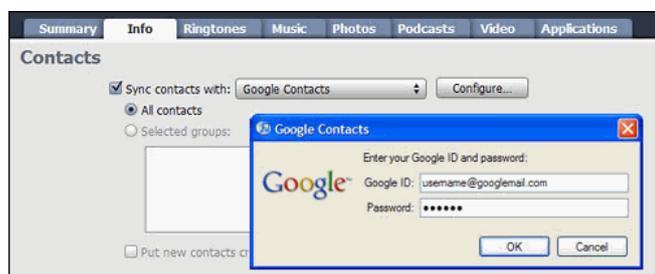
PC Instructions

> Only the following information can be uploaded:
>
> - People's names and job titles
> - Company names
> - Email and postal addresses
> - Phone numbers
> - IM names, including the type of service
> - Notes
>
> Other information, like custom ringtones and photos, are not uploaded.

> 1. Connect your iPhone to your computer using the USB cable.
> 2. Open the **iTunes** application.
> 3. Select your iPhone and click the **Info** tab.
> 4. Check the **Sync Contacts with** option and select **Google Contacts** from the drop-down menu.
> 5. Click **Configure** and enter your Google username (username@josiahventure.com) and password.

> 6. Press **Apply** to sync your device with iTunes.
> 7. Once you've checked that your contacts are available on the web, disable iTunes Contacts sync with Google. If you don't do this, you'll see duplicate contacts on your phone.
> 8. Go to the contact manager online at your Google Apps account and make sure everything synced correctly.

Mac Instructions
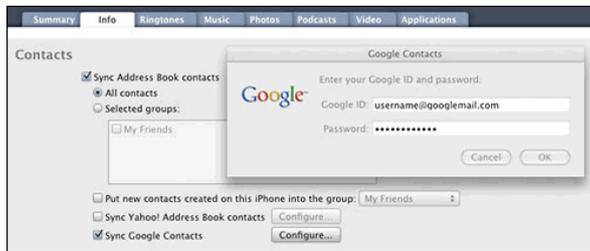
Snow Leopard 10.6 (Leopard 10.5 is below)

> Only the following information can be uploaded:
>
> - People's names and job titles
> - Company names
> - Photos

- Email and postal addresses
- Phone numbers
- IM names, including the type of service
- Notes

Other information, like custom ringtones, are not uploaded. Please sync them to your Mac Address Book first.

1. Connect your iPhone to your computer using the USB cable.
2. Open the **iTunes** application.
3. Select your iPhone and click **Info**.
4. Check the **Sync Google Contacts** option.
5. Enter your Google username (username@josiahventure.com) and password.

6. Press **Apply** to sync your device with iTunes.
7. Once you've checked that your contacts are available on the web, disable iTunes Contacts sync with Google. If you don't do this, you'll see duplicate contacts on your phone.
8. Go to the contact manager online at your Google Apps account and make sure everything synced correctly.

Leopard 10.5

Only the following information can be uploaded:
- People's names and job titles
- Company names
- Email and postal addresses
- Phone numbers
- IM names, including the type of service
- Notes

Other information, like custom ringtones and photos, are not uploaded. Please sync them to your Mac Address Book first.

Tip: These instructions are for OS X 10.5.3 and up. Please update if you have a previous version.
1. Connect your iPhone or iPod Touch to your computer using the USB cable.
2. Open the **iTunes** application.
3. Select your iPhone and click **Info**.
4. Check the **Sync Google Contacts** option.
5. Enter your Google username (username@josiahventure.com) and password.
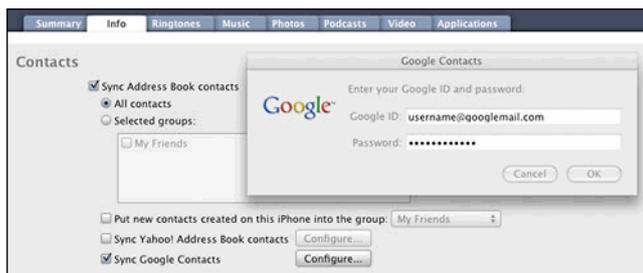
6. Press **Apply** to sync your device with iTunes.
7. Once you've checked that your contacts are available on the web, disable iTunes Contacts sync with Google. If you don't do this, you'll see duplicate contacts on your phone.
8. Go to the contact manager online at your Google Apps account and make sure everything synced correctly.

Setting up your iPhone

1. Open the **Settings** application on your device's home screen.
2. Open **Mail, Contacts, Calendars.**
3. Tap **Add Account...**.
4. Select **Microsoft Exchange**.

Enter Account Info

5. In the **Email** field, enter your full Google Apps email address (username@josiahventure.com).
6. Leave the **Domain** field blank.
7. Enter your full Google Apps email address (username@josiahventure.com) as the **Username**.
8. Enter your Google Apps password as the **Password**.
9. Tap **Next** at the top of your screen.
10. Choose **Cancel** if the **Unable to Verify Certificate** dialog appears.
11. When the new **Server** field appears, enter **m.google.com**.
12. Press **Next** at the top of your screen again.
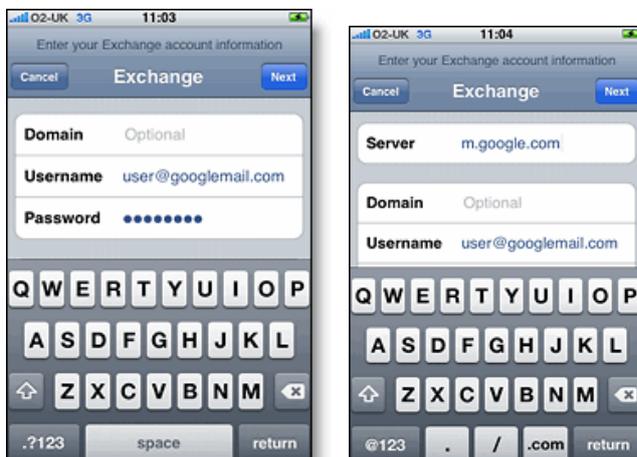
13. Select the Google services (Mail, Calendar, and Contacts) you want to sync.

14. Select the **Delete** option when prompted in order to delete all existing contacts off your iPhone. Since you have already uploaded the contacts to Google Apps, these contacts will be available after you sync. **(Be sure you have already uploaded your contacts to Google Apps OR that you have created a backup of your contacts in iTunes)**
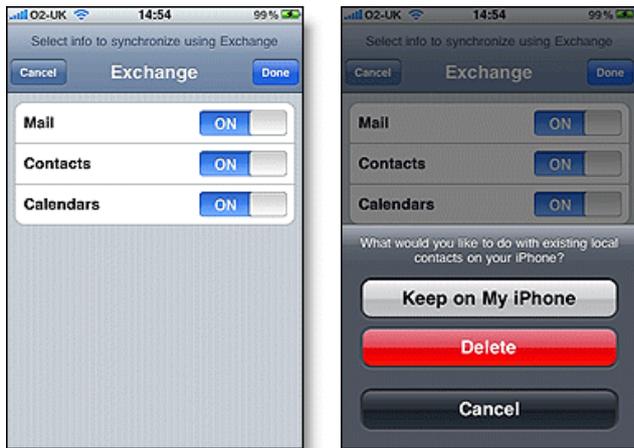
You've set up Google Sync! Synchronization will begin automatically if you have Push enabled on your device. You can also open the Mail, Calendar or Contacts app and wait a few seconds to start a sync.

Choose which Calendars to Sync

If you have multiple calendars in Google Apps (i.e. Personal, Work, Bills, or a view of other Josiah Venture employees), you will need to tell your iPhone which of these calendars you would like to see.

1. Email the following link to yourself:
   https://www.google.com/calendar/hosted/josiahventure.com/iphoneselect
2. Open the link on your iPhone in Safari
3. Login to your Google Apps account
4. This should take you to a screen with a list of all your active calendars
5. Select all of your calendars (you can always deactivate calendars in the iPhone calendar app)
   You should also bookmark this page in Safari since you will need to use this process for all calendars that you add in the future.