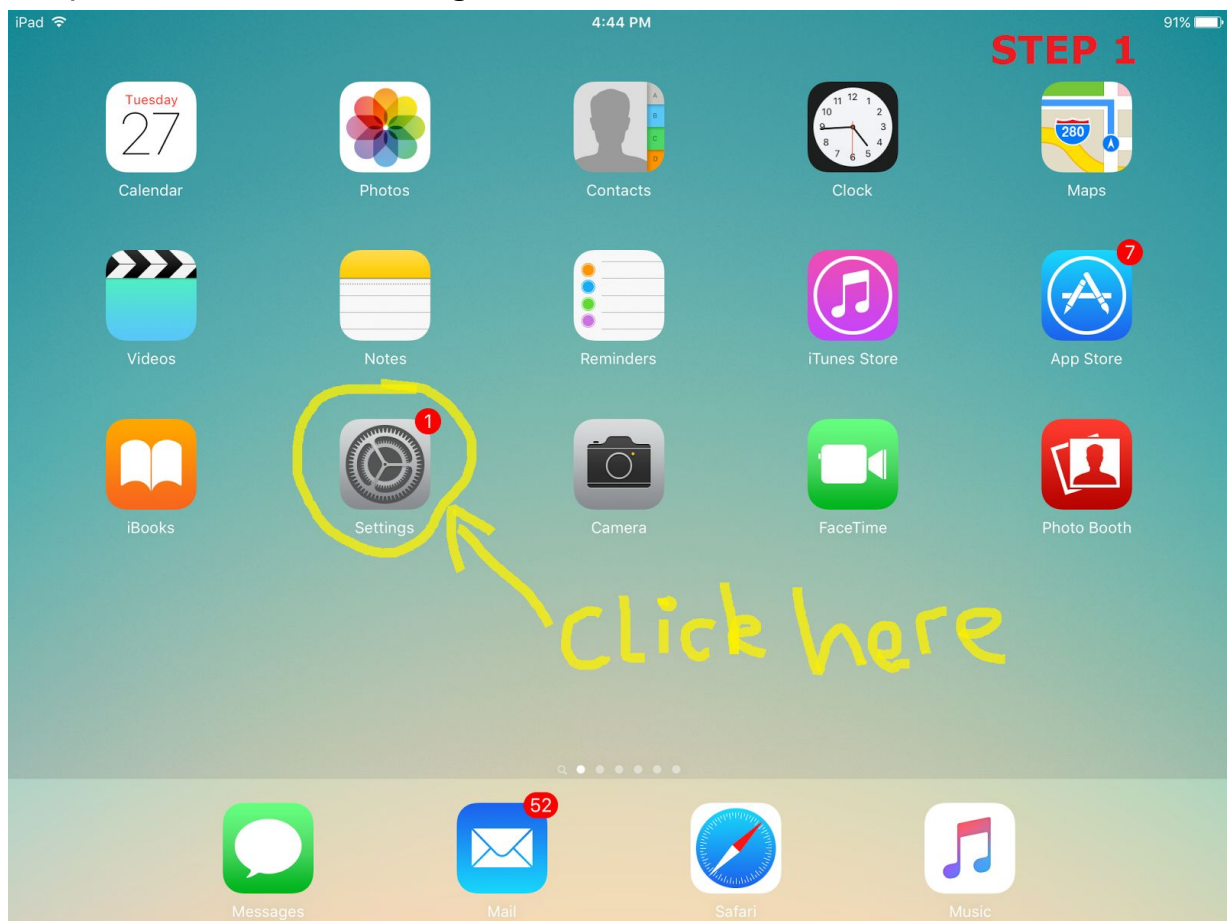# PORTSEA
SURF LIFESAVING CLUB
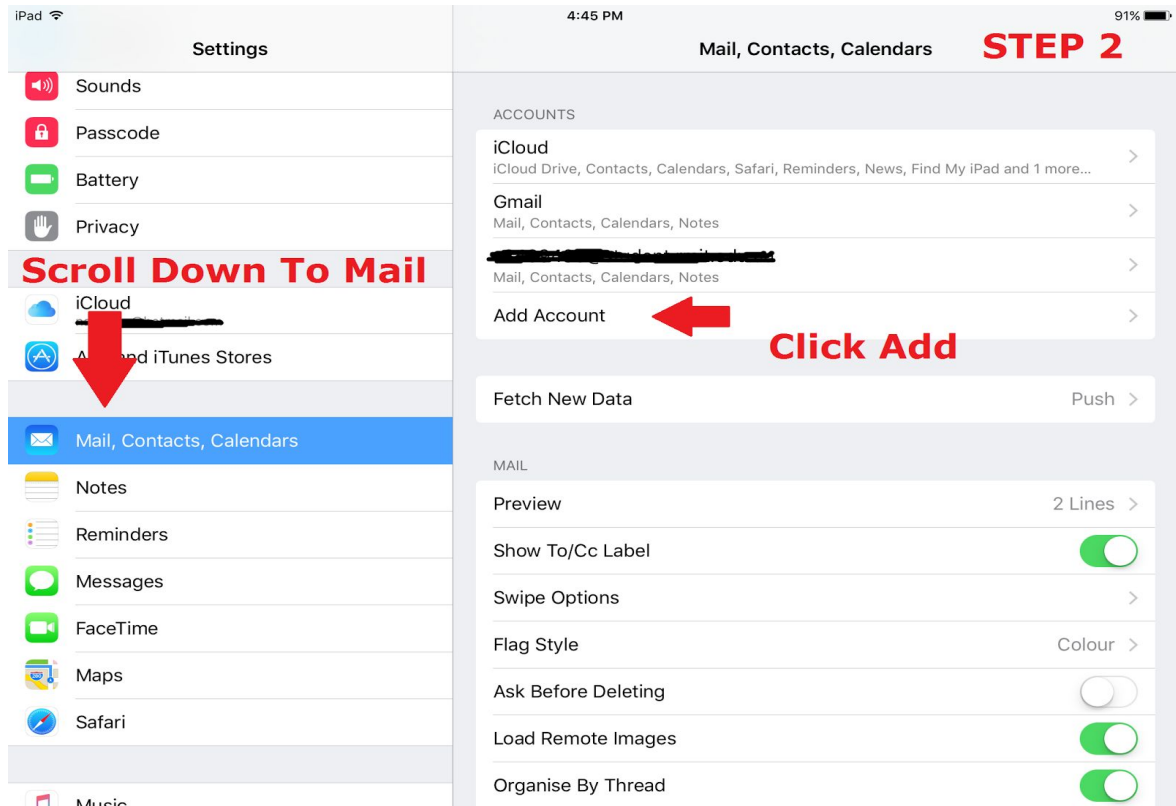## How To Guide

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Adding your Portsea Email to iPad/iPhone (iOSX)

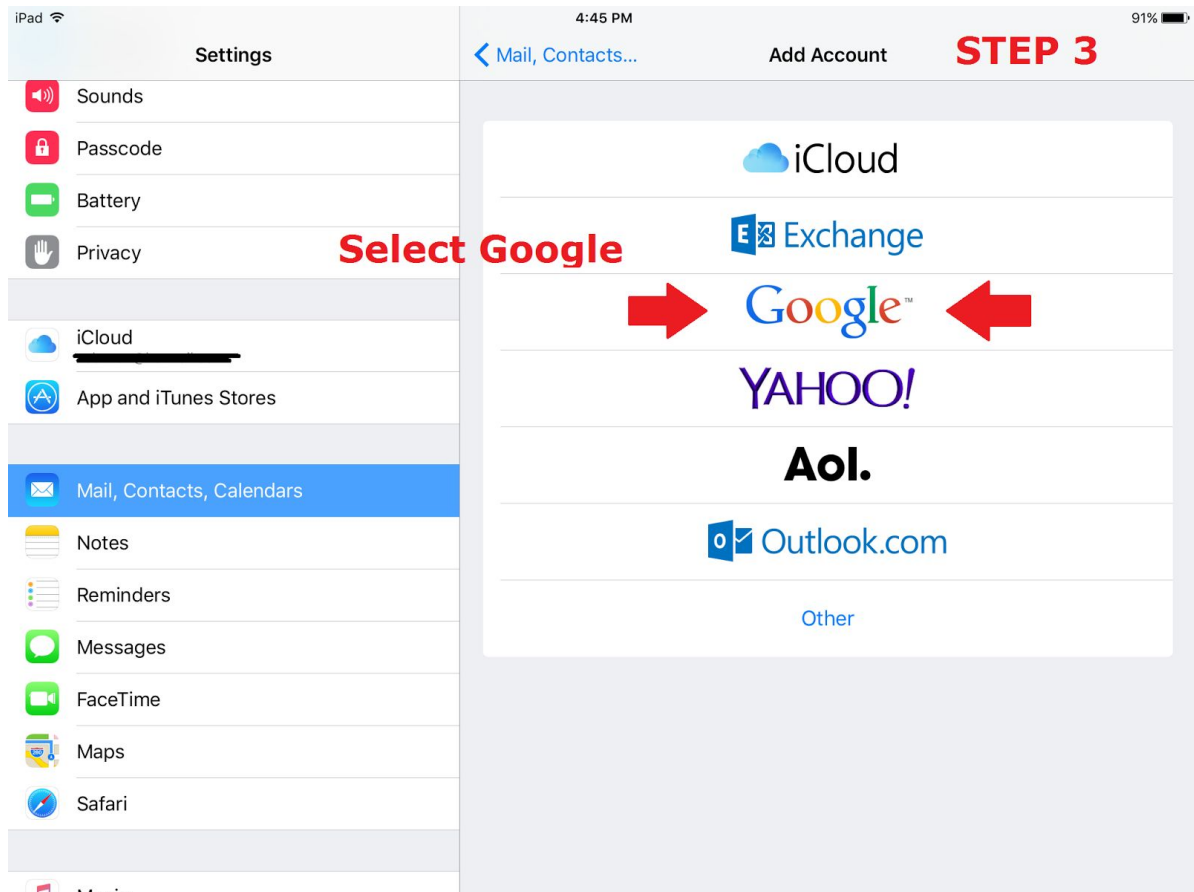1) **Go to the Device Settings**

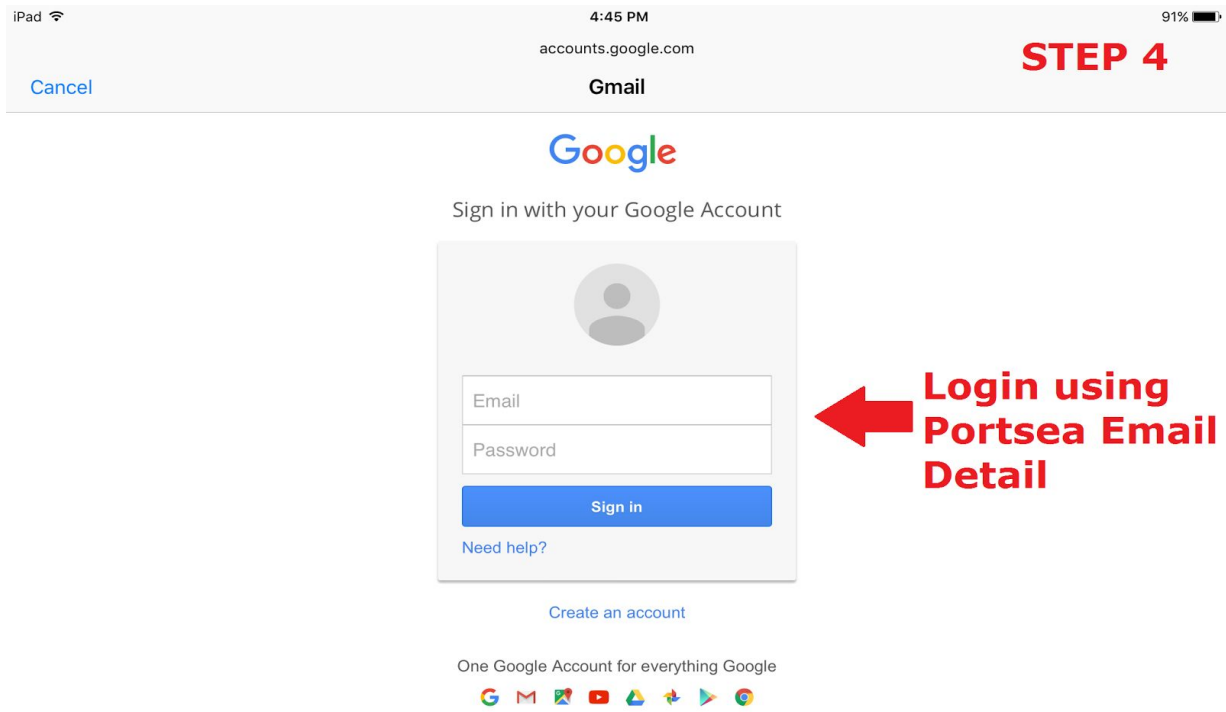Continue down...

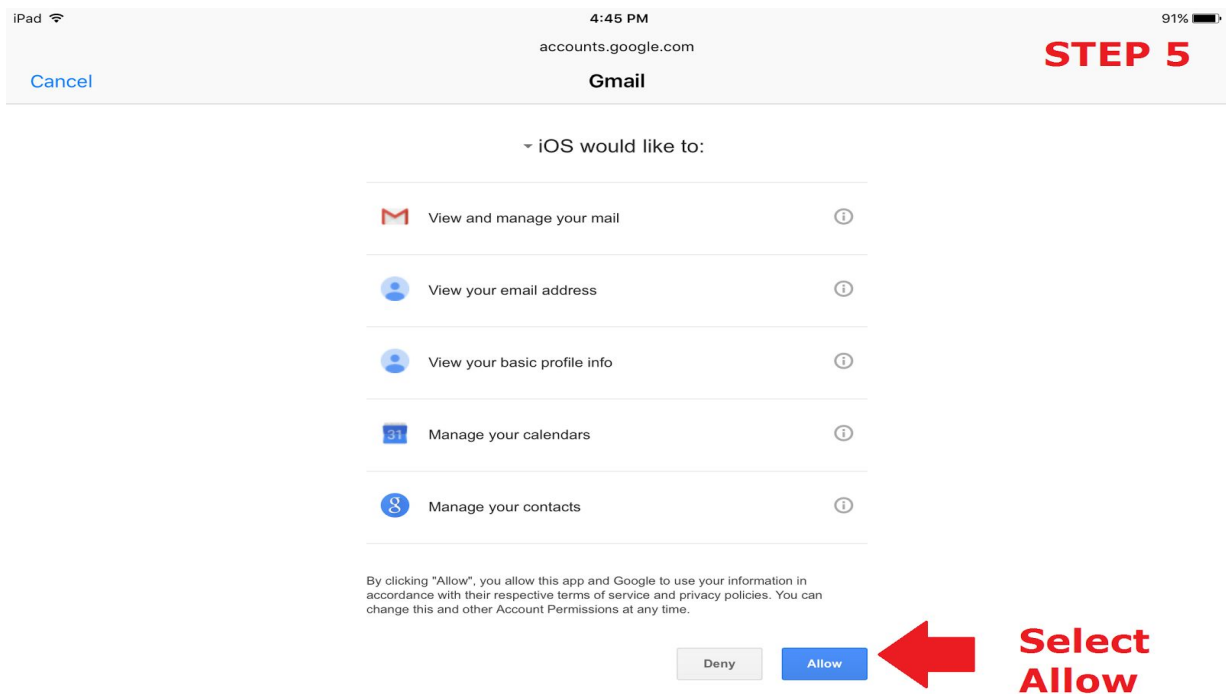## 2) Scroll down to **Mail, Contact, Calendars,** then Click **Add Account**

STEP 2

Scroll Down To Mail

Click Add

3) Select **Google**

STEP 3

Select Google

4) Login with your Portsea Email Details

accounts.google.com

STEP 4

Cancel   **Gmail**

Google

Sign in with your Google Account

| Email |
| Password |

Sign in

Need help?

**Login using
Portsea Email
Detail**

Create an account

One Google Account for everything Google

G M 🗺 ▶ 🔼 ⚡ ▶ 🌐

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5) Select **ALLOW**

accounts.google.com

STEP 5

Cancel   **Gmail**

▾ iOS would like to:

M   View and manage your mail   ⓘ

👤   View your email address   ⓘ

👤   View your basic profile info   ⓘ

31   Manage your calendars   ⓘ

8   Manage your contacts   ⓘ

By clicking "Allow", you allow this app and Google to use your information in accordance with their respective terms of service and privacy policies. You can change this and other Account Permissions at any time.

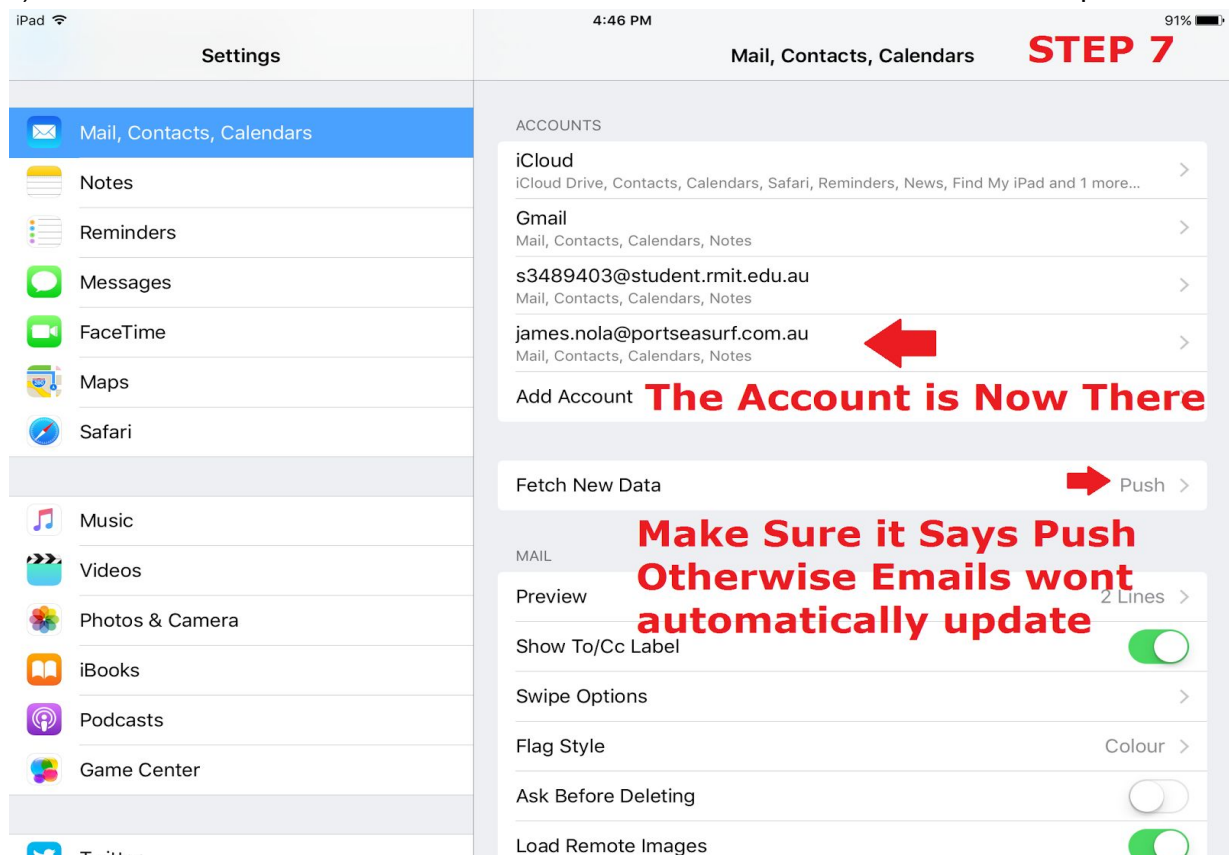Deny   **Allow**

**Select
Allow**

6) Make sure that all of the options are Green and the click **Save**
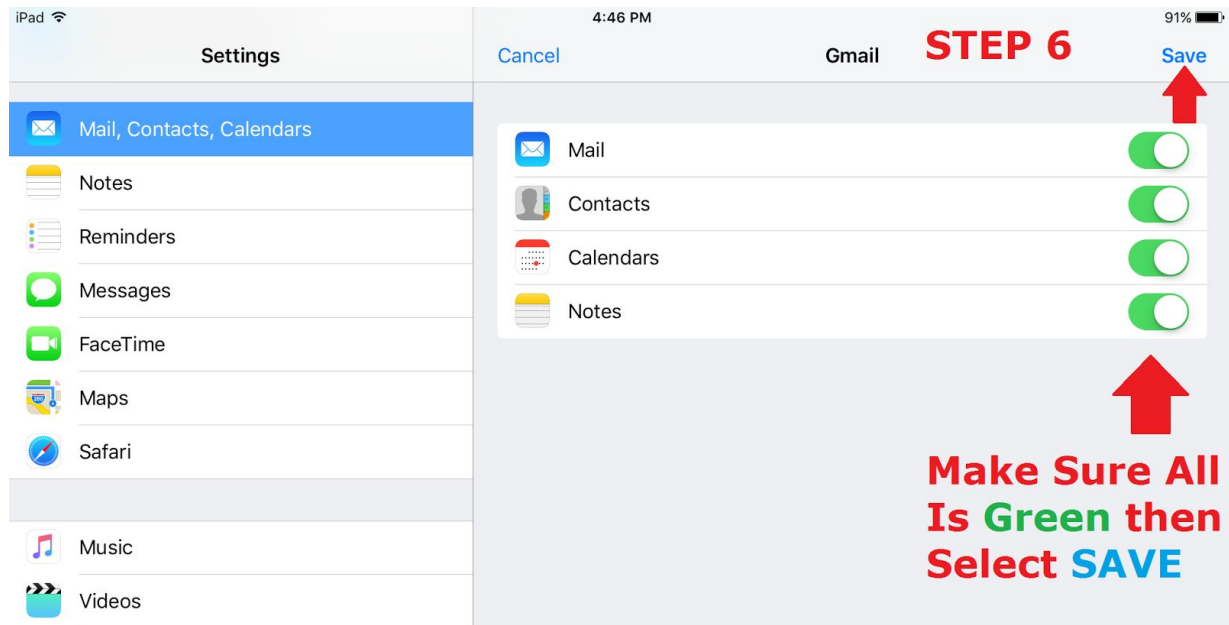
!! Congratulations You have now added your Portsea Email Account to Your Apple Device !!

7) Make sure that *Fetch New Data* is set to **PUSH** otherwise emails won't auto update

If you have any problems please contact at *admin@portseasurf.com.au* or call 0452596557