

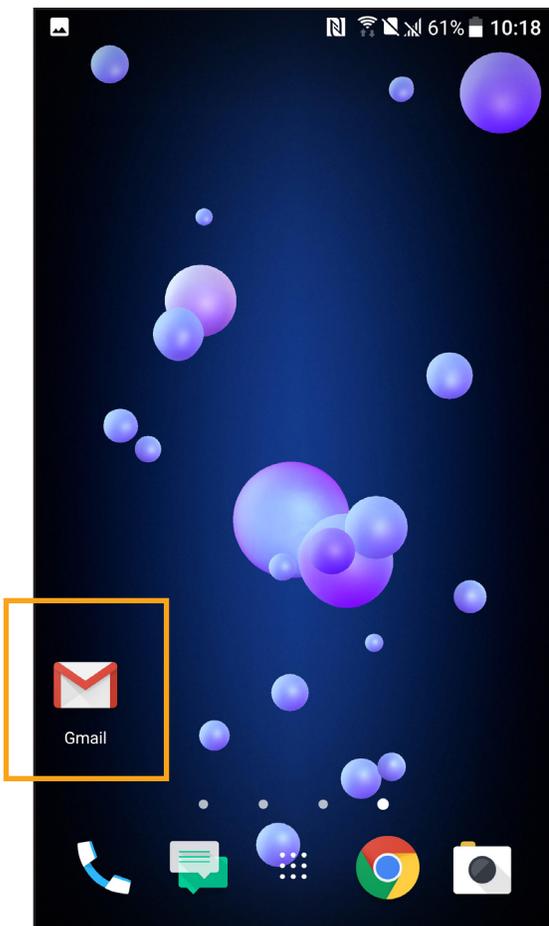


How to set up your Endeavor Email with the **Gmail App**

You can use the Gmail or Outlook app depending on personal preference. If you would like to use the Outlook app please see the “How to set up your Endeavor Email with the **“Outlook App”** guide.

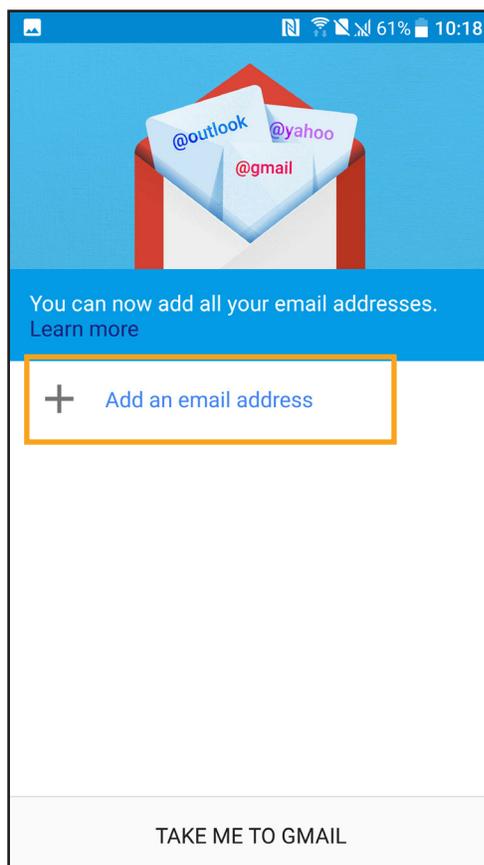
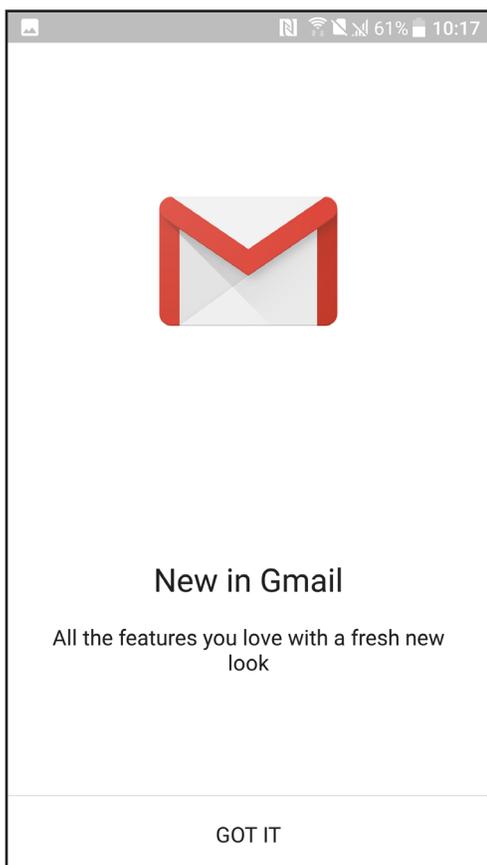
Below you will find detailed steps on how to get your email set up using the Gmail app. We will be using the email “speedgeeks@iendeavor.com” for examples. This set of instructions will also work for ccrtc emails by simply changing the “@iendeavor.com” to “@ccrtc.com”.

This process should take approximately 10 minutes to complete



First locate the **“Gmail”** application on your phone. Then open the application. If you do not currently have the Gmail application installed, go to the Google Play Store and download it.

If there is currently **NO** email set up in the Gmail app use these steps.
If there is already an email set up please use the steps on page 3.



You will have a few welcoming screens pop up, feel free to read through or click past them until you get to this screen with the **“Add an email address”** option and click it.

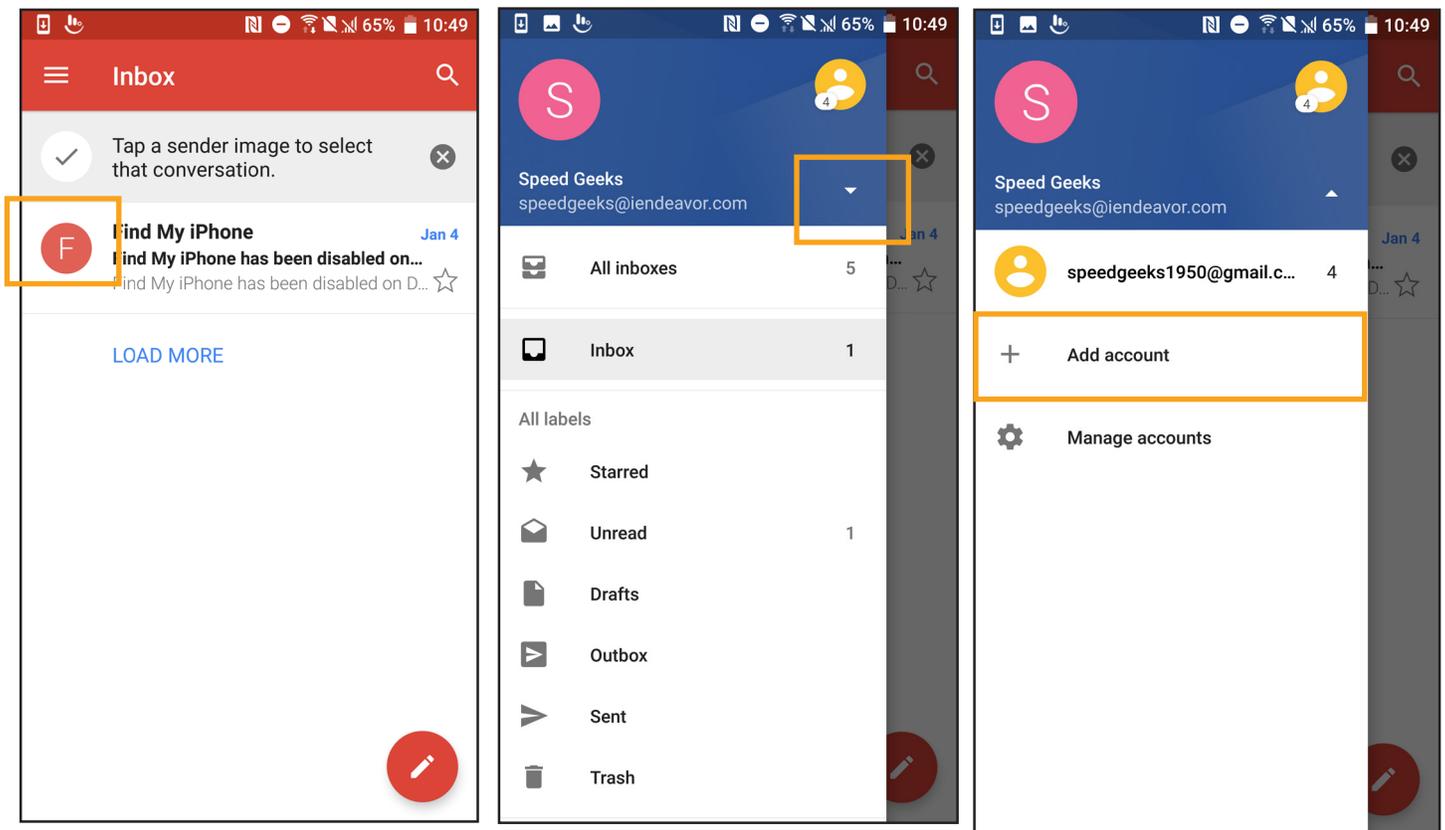
After completing these steps move on to **page 4.**

If there **IS** currently email set up in the Gmail app use these steps.
If there is not an email set up yet please use the steps on page 2.

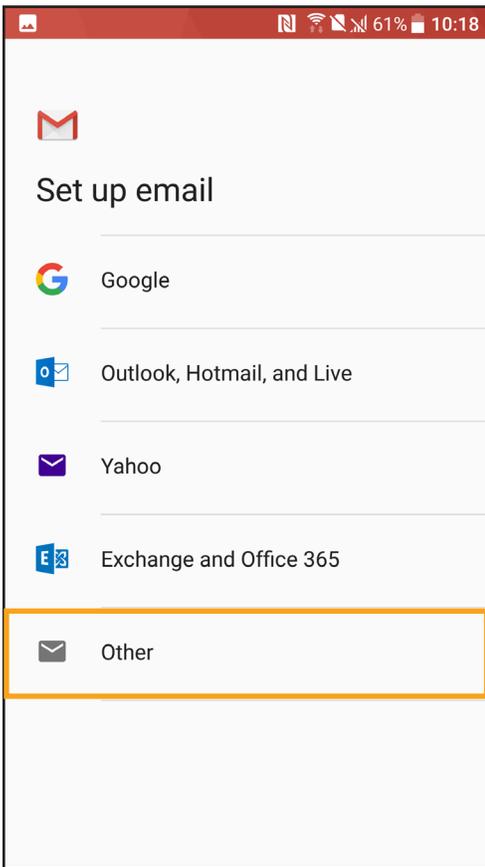
First, tap the 3 bars in the top left corner.

Second, tap the arrow to show the drop down menu

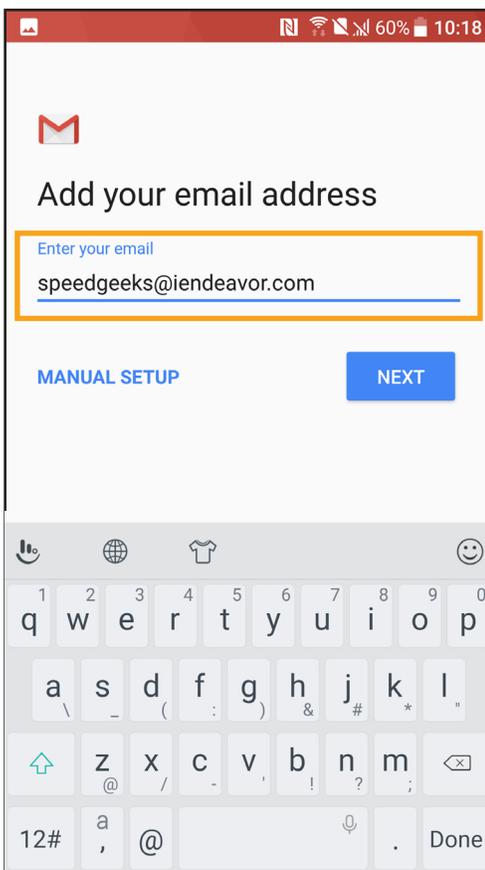
Third, tap **“Add Account”**



After completing these steps move on to **page 4**.

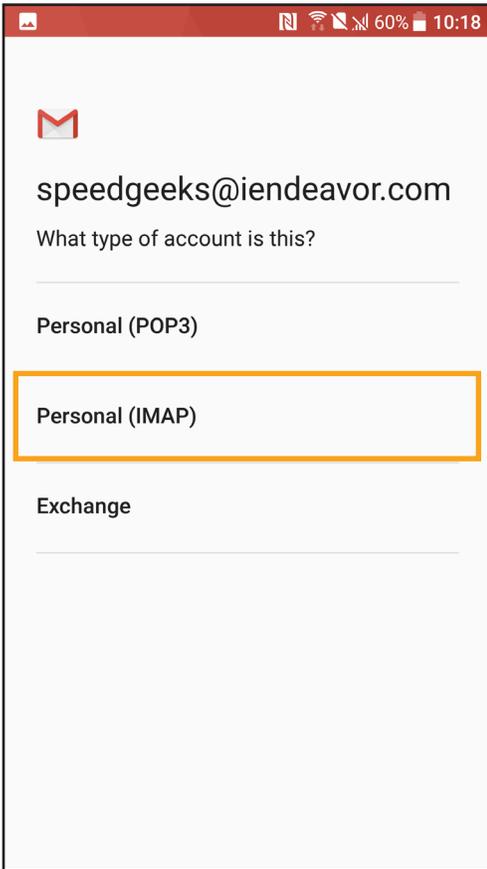


The next step is to select the “**Other**” option at the bottom of the list.

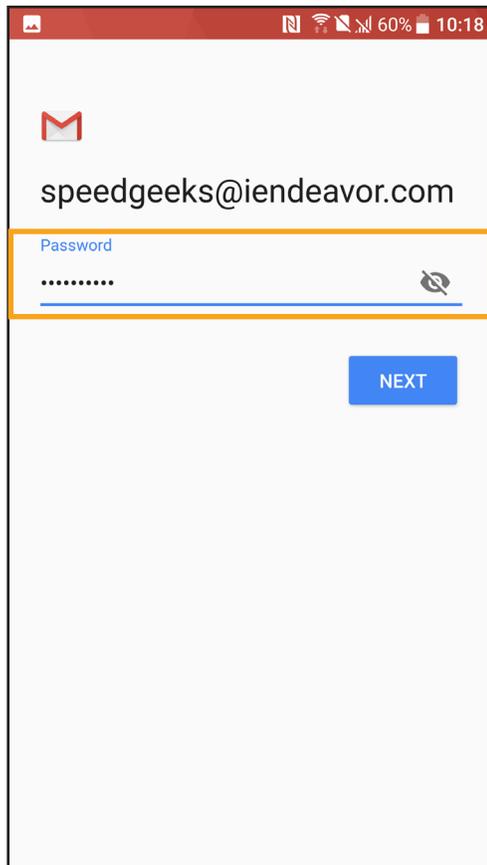


You can now type in your Endeavor email address. Here we used our speedgeeks@iendeavor.com email address. These steps will work using an “**@iendeavor.com**” or a “**@ccrtc.com**” email address depending on which you have.

Then click “**Next**”.

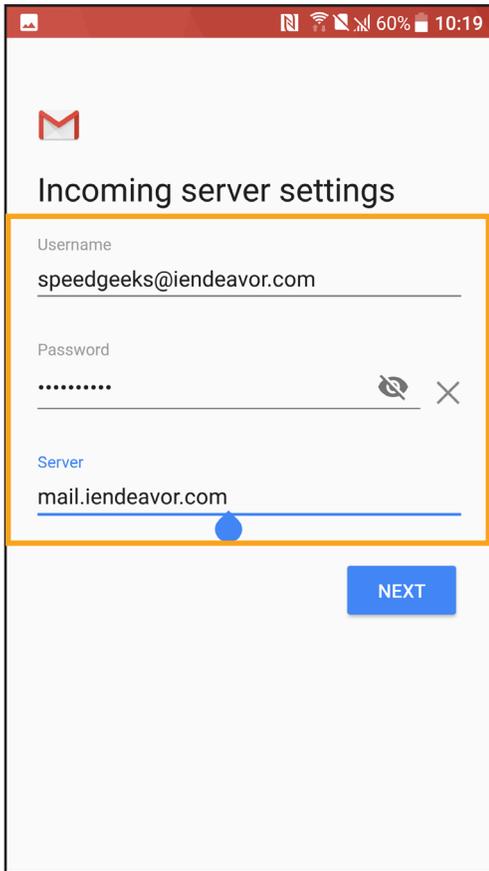


Next select the “**Personal (IMAP)**” option.



On the next screen you will type in your **password** for your Endeavor email address.

Then click “**Next**”.



Incoming server settings.

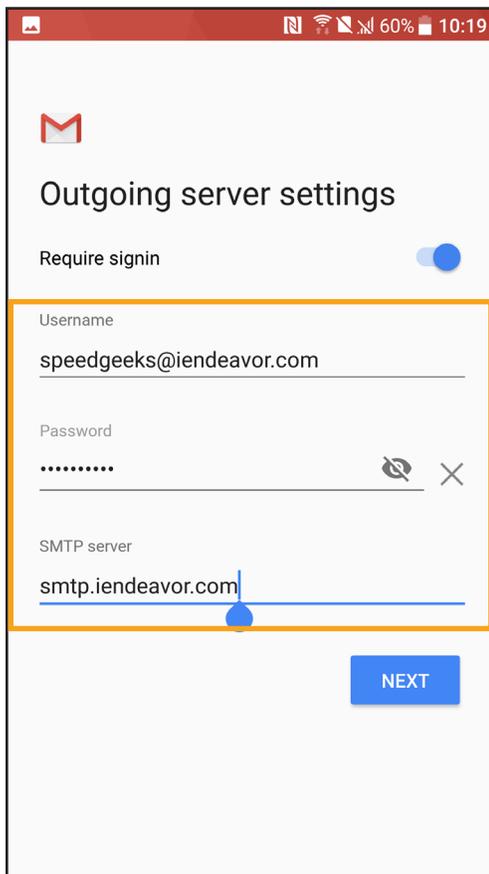
On this next screen you will type in these settings:

Username = Your full Endeavor email address

Password = Your Endeavor email password

Server = The server will either be “mail.iendeavor.com” or “mail.ccrtc.com” depending on which email address you have.

Then click “**Next**”.



Outgoing server settings.

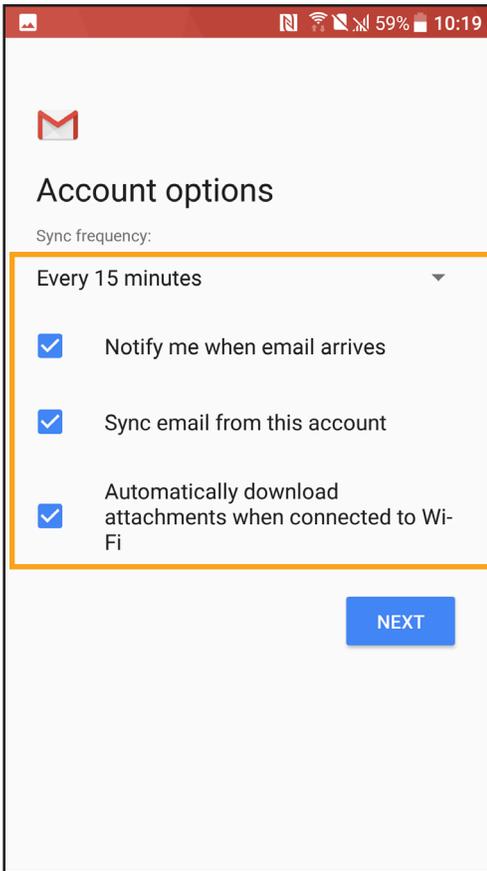
On this next screen you will type in these settings:

Username = Your full Endeavor email address

Password = Your Endeavor email password

Server = The server will either be “smtp.iendeavor.com” or “smtp.ccrtc.com” depending on which email address you have.

Then click “**Next**”.

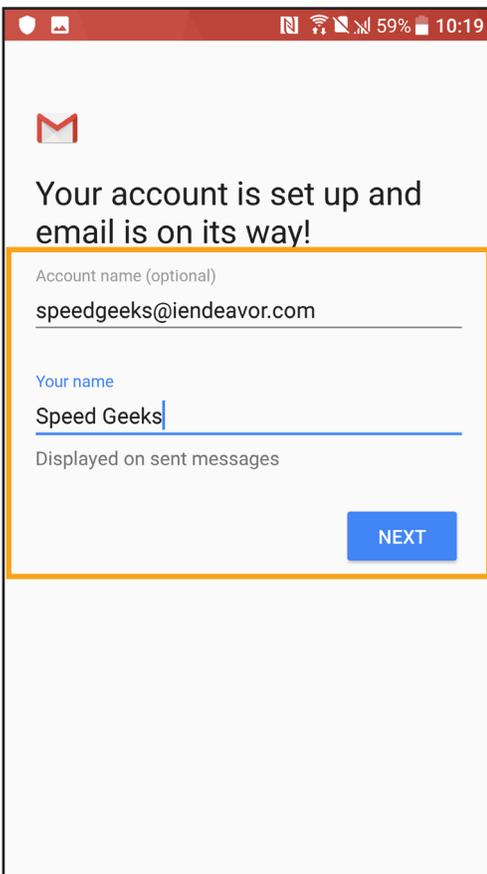


Here are some settings for how often you want your email to refresh. Use the settings as show in the image to the left.

In the drop down menu click **“Every 15 minutes”**.

And **check the 3 boxes** below it so they are all blue.

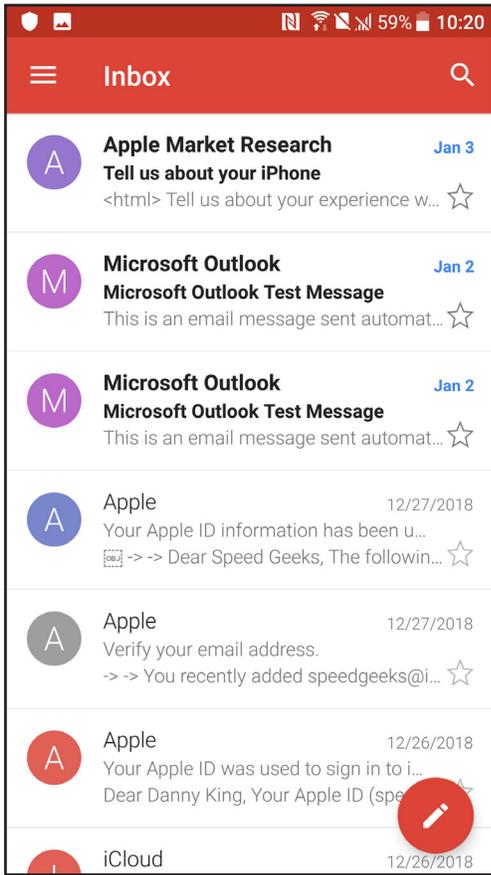
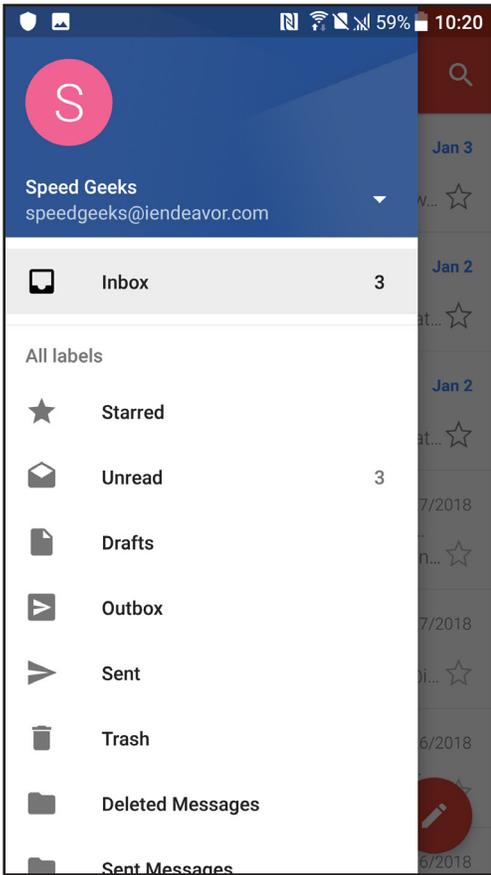
Then click **“Next”**.



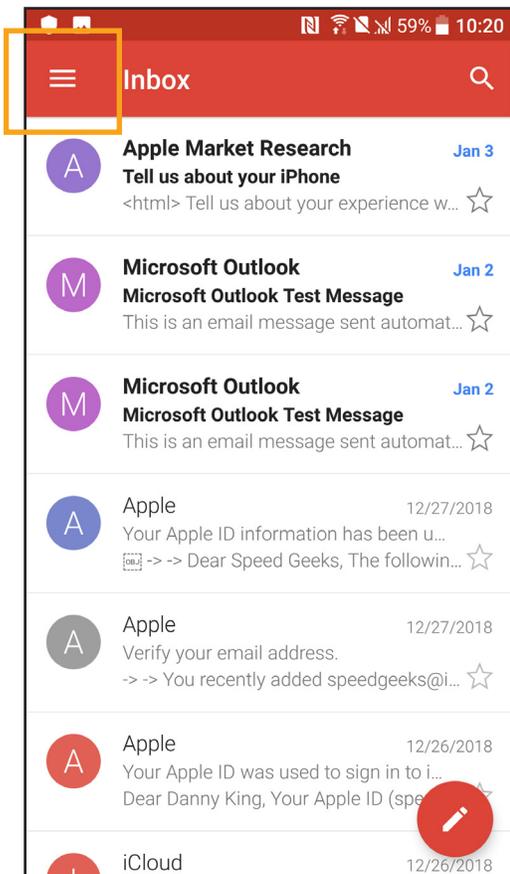
“Account name” is the name used for you to identify it on your phone. We recomend leaving this as the default.

“Your name” is what will be shown to others when you send them and email. Your first and/or last name is reccommended.

Then click **“Next”**.

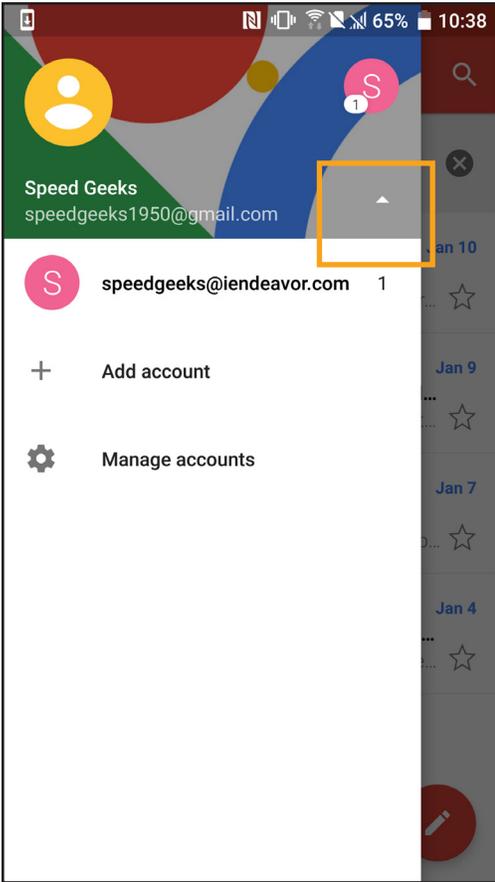


Your email account is now set up. You might not see all of your emails just yet because it is still retrieving them. This process should only take a few minutes.



To switch between email accounts in the Gmail app.

Tap the 3 bars in the top left corner.



Next click the arrow for the dropdown menu.

This will bring up a list of all of the emails set up in the Gmail app.

Your set up is now complete.