Access FCPS G Suite Account On Apple Device (iPhone, iPad, iPod)

Access to FCPS G Suite for Education on an iOS Apple device such as an iPad or an iPhone is most easily done by using the Google Drive app. Follow the steps below to install Google Drive and connect to your Google account.

Step 1: Determine your official FCPS email address

IMPORTANT: Your official FCPS email address may be different from the one you normally use

- Log into OWA (your FCPS email account)
- On the top-right corner of the screen click Options > See All Options...
- Your Account Information will be shown.
- The E-mail address shown here is your official FCPS email address.

If you already have Google Drive installed on your device and linked to a Google account, complete these steps to add your new FCPS Google account to your device:

- Open Google Drive on your device
- Tap the three bars to the left of My Drive up top
- Select your existing account name up top
- Select your existing account name again on the window that appears
- Tap Add another account
- Continue with Step 3 below

Step 2: Install and Open Google Drive

- On your Apple device, open Apple’s App Store
- Search for and install Google Drive
- Open Google Drive
- A Welcome screen will appear. Click Get Started.

Step 3: Sign into your FCPS Google Account

- On the “Google Sign-in” screen
  o Enter your official FCPS email address from Step 1 above
  o No password is required at this point
  o Tap Sign In
- An “FCPS Sign In” screen will appear.
  o Enter your FCPS username and password (your login for an FCPS computer or OWA)
  o Tap Sign In
- On the "Thanks" screen, tap No, don't send.
- You will now be in your Google account.