

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