<table>
<thead>
<tr>
<th>Syncing Gmail with Email Clients, Smartphones &amp; Mobile Devices:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Google provides instructions to help you sync Gmail on any tablet or smartphone, such as an iPhone/iPad, Blackberry, or Android device.</td>
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</tbody>
</table>

**Important:**
When Google’s instructions tell you to enter your username be sure to enter your full Canisius Google apps address.
- e.g. username@my.canisius.edu

- Adding Canisius Gmail Account to the iPad, iPhone or iPod
- Adding Canisius Gmail to an Android device
- Manual configuration settings for Mobile and Desktop clients (ex. Outlook)

**Configuring Gmail to Forward Messages:**
If you would prefer to have your Canisius email messages forwarded to another account, the following Google document will provide instructions: [Forwarding Email with Gmail](#).

**Tutorial Information for Google Apps.**
**What happens to my Google Account when I graduate?**

Due to policy changes regarding storage limits for Google Workspace for Education domains (https://www.blog.google/outreach-initiatives/education/google-workspace-for-education) that will take effect in January 2023, Canisius must make changes to the policy that allowed a Canisius alum to keep their Canisius Google account indefinitely.

Beginning with the graduating class of 2022, Canisius alumni will now be able to keep their Canisius Google account for a maximum period of 5 years. Furthermore, as a result of these changes regarding storage limits that will be enforced by Google, we have implemented storage quotas for alumni accounts. As of October 2022, the storage quota applied to Canisius Google accounts for alums is 100GB. Canisius reserves the right to decrease that quota based upon storage requirement for current Canisius faculty, staff and students.

The schedule for graduating classes prior to 2022 is as follows:

- if you graduated before January 2017, your Canisius Google account will be disabled June 1, 2023
- if you graduated in 2017, your Canisius Google account will be disabled June 1, 2024
- if you graduated in 2018, your Canisius Google account will be disabled June 1, 2024
- if you graduated in 2019, your Canisius Google account will be disabled June 1, 2025
- if you graduated in 2020, your Canisius Google account will be disabled June 1, 2026
- if you graduated in 2021, your Canisius Google account will be disabled June 1, 2027

Note: If you return to Canisius for additional coursework or graduate school your Google Workspace account will be extended.

Notifications to all alumni regarding this change are being sent prior to June 1, 2022.

Note that forwarding email to another account, while acceptable, will not result in continued delivery beyond the date a Canisius Google account is disabled. Once the Canisius Google account is disabled, the email address ceases to work.

If you'd like to save any data in your Canisius Google account, go to https://support.google.com/accounts/answer/3024190?hl=en for some suggestions regarding downloading your data.

Google also provides a service to transfer data from a Google Workspace (e.g. Canisius Google) account to a personal Google (@gmail.com) account. Link is at https://takeout.google.com/transfer

Canisius wants to encourage all Alumni to keep in touch with the campus community. Please visit the link below and be sure your contact information is up to date.

https://www.canisius.edu/student-experience/student-support-services/resources-graduates

If you have any questions regarding this policy change, please contact the ITS Help Desk at helpdesk@canisius.edu or call (716) 888-8340.