**Google Apps for Education:**
Canisius is partnering with Google to allow the college’s students to use Google Apps for Education, which includes Gmail to manage email accounts, as well as Google Calendar, Documents and Spreadsheets, and Google Talk. The system boasts a number of new features including indexed email search, enhanced spam filtering, calendaring, tagging capabilities for tracking emails, chatting options, and unlimited cloud storage.

**About your Canisius Gmail:**
Your Canisius Gmail address is your official email address at the College. This is the email address to which the College and your instructors will send important notifications. It is also the email address that will receive copies of any messages sent to you from within the Desire2Learn Learning Management System.

**How long do students keep their Gmail accounts?**

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**Syncing Gmail with Email Clients, Smartphones & Mobile Devices:**
Google provides instructions to help you sync Gmail on any tablet or smartphone, such as an iPhone/iPad, Blackberry, or Android device.

**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.

**Helpful Tips for Using Gmail:**

- Labels: Your New Folders -- click here
- Using Labels -- click here
- Coloring Labels -- click here
- Searching Your Mail -- click here
- Archive: Your New “Delete” -- click here
- Using Filters to Manage Your Mail -- click here