Google Calendar @MSU
Syncing with your Android Phone

NOTE: If you are using your personal (non-MSU) phone you must have a gmail account before you can begin the sync process. If you need to setup a gmail account proceed to section “Creating a Gmail Account”. If you already have a gmail account you must sign in with that account before you can add your MSU calendar to your phone.

Syncing Your Android Phone

1) On your Android phone, click Menu key

2) Tap Settings on the screen. (This will bring you to the Overall Settings screen of the phone)
3) Tap the **Accounts** (or **Accounts & Sync** – depending on your model)
4) Tap **Add Account** at the bottom of the menu

5) At the next screen, tap **Google**
6) Tap **Next** and sign in with your NetID@montclair.edu and your NetID password
7) Tap **Sign In**

Your phone will automatically sync and then you are finished!

**Creating a Gmail Account**

1) On your Android phone, click **Menu**
2) Tap **Settings** on the screen
3) Tap **Accounts** (or **Accounts & Sync** – depending on your model)
4) Tap **Add Account** at the bottom of the menu
5) At the next screen, tap **Google**
6) Tap **Next**
7) Tap **Create** under **Don’t have a Google Account?**
8) Type your name and what you would like your google account name to be
9) Tap **Next**
10) Type in a **password**
11) Tap **Next**
12) Answer security questions
13) Tap **Create**
14) Tap **I agree, Next**
15) Type in security is prompted
16) Click **Finish**