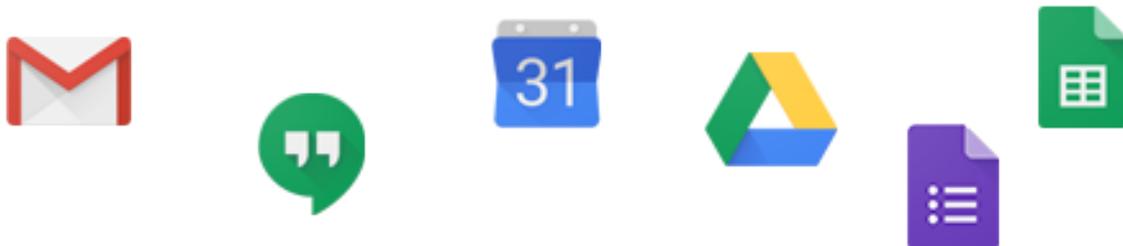




Botswana Open  
University



# G Suite for Education



**How to setup your Android Tablet**

# How to setup your Android Tablet

To allow your mobile device to access Botswana Open University E-Mail and all related G-Suite application follow the guide below

Enrolling an Android device in mobile management gives you access to your G Suite account and study apps on the go. You can get help managing your device from your G Suite administrator, who works to keep your company's data safe.

## Before you begin

To get started, you need a G Suite account and a personal or company-issued mobile device. See your [administrator](#) if you don't have a G Suite account. You can enroll a currently used, new, or factory-reset device.

## Enroll a personal device

Step 1: Sign in to your account

If you have a new or factory-reset device:

1. Start the device.  
You get a prompt to sign in to your G Suite account.
2. Tap Next.

On a currently used device:

1. Tap Settings > Accounts.
2. Then tap Add account > Google.

Then do the following:

1. Sign in with your G Suite username and password and tap Next.
2. Your email address is your [studentnumber@stud.bou.ac.bw](mailto:studentnumber@stud.bou.ac.bw) password is qwertyui e.g. 20190001@stud.bou.ac.bw
3. Tap Accept to accept the Terms of Service and Privacy Policy.

What's next?

You might see a prompt to install the [Google Apps Device Policy app](#), create a [work profile](#), or both. If so, follow the steps below to continue enrolling your device. If you don't get either of these prompts, you can start using your apps right away.

To install other apps, go to the [Google Play store](#).

Step 2: Install the device policy app

Using the Google Apps Device Policy app, your admin can manage your device and control certain settings. For example, you might have to use a work profile or a screen lock. Samsung devices come with this app pre-installed, so you might just need to install an update to the built-in version.

1. If prompted to install the [Google Apps Device Policy app](#), tap Next.
2. Tap Install to update the Google Apps Device Policy app.  
For new or factory-reset devices, your admin manages and keeps your device secure.
3. Select I own this device and then tap Next.
4. (Optional) If your admin offers you the option or requires you to create a work profile:
  1. When prompted select I do not want to setup work profile.
  2. Complete the steps in [Create a Work Profile](#).
5. Sign in to your G Suite account and start using your apps.