Part 1: Enable IMAP and set up your IMAP Password

1. From a computer, log in to the Hofstra Portal (http://my.hofstra.edu)
2. Click on the Gmail button
3. Click on the gear icon
4. Click Settings
5. Click on the Forwarding and POP/IMAP link towards the top of the screen
6. Click on the Enable IMAP radio button then click Save Changes towards the bottom of the page

If you have set up IMAP on a device before and know your password, continue to Part 2. Otherwise follow the instructions below to set up your IMAP password

7. Return to the settings section of Gmail and click on the Accounts link towards the top of the page
8. Click on the Google Account settings link
9. Click Sign in & security
10. Click the word Password under the Password & sign-in method heading
11. Follow the on-screen instructions to set up your IMAP password

NOTE: Your Hofstra Gmail password is not the same as and is not connected to your Hofstra Portal password. Changing your Portal password will not update your Gmail password and vice versa

Part 2: Determine your Android version

1. Tap Settings and under the System heading, tap About Phone/Tablet
2. Under the Android version heading, make note of the version you have. If you have version 4.x or lower go to Part 3a. If you have version 5.x or above go to Part 3b

Part 3a: Set up Android 4.x or below

1. Go back to your list of apps and tap Settings. Under the Accounts heading, tap Add Account
2. Tap Email from the Add an account list. DO NOT tap Google
3. Enter your Hofstra Email address and the password you created in Part 1 into the appropriate fields. Then tap the Manual setup button and choose IMAP from the list of account types
4. Type the following information under Incoming server settings and then tap Next:
   - **Username**: Enter your ENTIRE Hofstra e-mail address (i.e. JDOE1@pride.hofstra.edu)
   - **Password**: Enter the password you created in Part 1
   - **IMAP server**: imap.gmail.com
5. Type the following information under Outgoing server settings and tap Next:
   - **SMTP server**: smtp.gmail.com
   - **Security type**: SSL/TLS
   - **Port**: 465
   - **Username**: Should already contain your entire Hofstra email address
   - **Password**: Should already contain your Hofstra Gmail password
6. On the Account options screen, select the options you wish to use and then tap Next
Part 3b: Set up Android 5.x or above

1. Go back to your list of apps and tap Settings. Under the Personal heading, tap Accounts
2. Tap Add account and then Personal (IMAP) from the list of account types. **DO NOT tap Google**
3. Enter your Hofstra Email address and then tap Manual Setup
4. Under Account Type, choose Personal (IMAP) and then tap Next
5. Enter the password you created in Part 1 when prompted and then tap Next
6. Modify the following settings under **Incoming server settings** and then tap Next
   - **Server**: imap.gmail.com
   - **Security type**: SSL/TLS
   - **Port**: 993

7. Modify the following settings under **Outgoing server settings** and then tap Next
   - **SMTP Server**: smtp.gmail.com
   - **Security type**: SSL/TLS
   - **Port**: 465

8. On the Account options screen, select the options you wish to use and then tap Next

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**Need help?**

**Technical Support Center**
125B Axinn Library (inside Hammer Lab)  
516-463-7777 option 1  
SCS@Hofstra.edu

**Learning Support Center**
106 Calkins Hall  
516-463-7777 option 1  
LearningSupport@Hofstra.edu

**Computer Repair Center**
125G Axinn Library (inside Hammer Lab)  
516-463-0331  
Repair@Hofstra.edu