


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

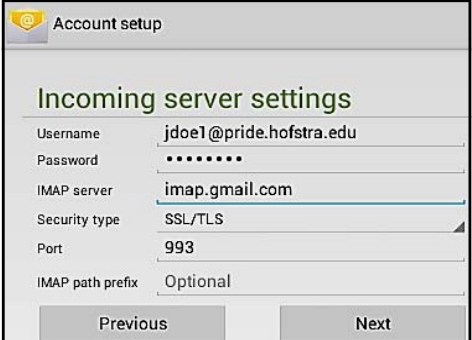
Part 2: Determine your Android version

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

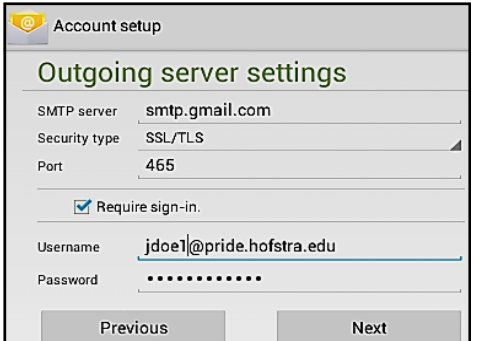
Part 3a: Set up Android 4.x or below

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

- ***Security type:*** SSL/TLS
- ***Port:*** 993
- ***IMAP path prefix:*** Leave blank



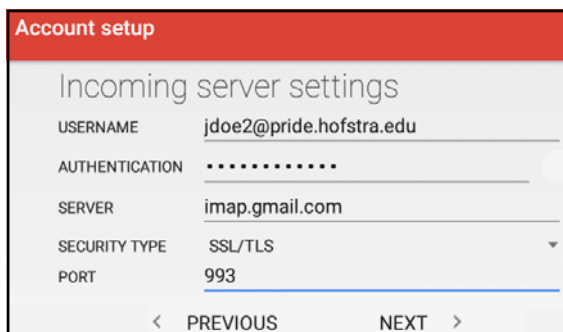
5. Type the following information under *Outgoing server settings* and tap *Next*:
 - ***SMTP server:*** smtp.gmail.com
 - ***Security type:*** SSL/TLS
 - ***Port:*** 465
 - ***Username:*** Should already contain your entire Hofstra email address
 - ***Password:*** Should already contain your Hofstra Gmail password



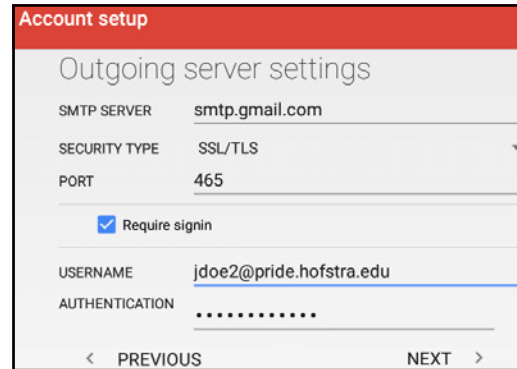
6. On the *Account options* screen, select the options you wish to use and then tap *Next*

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*

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



Setting up Hofstra Gmail on Android devices

