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 iOS version

1. On your iOS device, tap Settings
2. Tap General
3. Tap About
4. Under the Version heading you will find your iOS version. If you have iOS 8.2 or below, go to part 3a. If you have 8.3 or above go to part 3b

Part 3a: Set up iOS 8.2 or below

1. On your iOS device, tap the Settings icon and then tap Mail, Contacts and Calendars
2. Click Add Account and choose Google from the list of account types
3. Enter the following information:
   - **Name**: Enter your name as you would like to see it on outgoing emails
   - **Email**: Enter your ENTIRE Hofstra e-mail address (i.e. JDOE1@pride.hofstra.edu)
   - **Password**: Enter the password you created in Part 1
   - **Description**: Enter Hofstra Gmail or another descriptive name for this account
4. Tap Next on the top right of the screen

Part 3b: Set up iOS 8.3 or above

1. On your iOS device, tap the Settings icon and then tap Mail, Contacts, Calendars
2. Tap Add Account
3. Choose Other from the list of account types
4. Tap Add Mail Account
5. Enter the following information:
   - **Name**: John Doe
   - **Email**: jdoe1@pride.hofstra.edu
   - **Password**: ************
   - **Description**: Hofstra Gmail

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Setting up Hofstra Gmail on iOS devices

- **Name**: Enter your name as you would like to see it on outgoing emails
- **Email**: Enter your ENTIRE Hofstra e-mail address (i.e. JDOE1@pride.hofstra.edu)
- **Password**: Enter the password you created in Part 1
- **Description**: Enter Hofstra Gmail or another descriptive name for this account

6. Tap Next on the top right of the screen
7. Make sure IMAP is highlighted blue on the New Account screen. If it isn’t, tap IMAP
8. **Name**, **Email** and **Description** will already be filled out. If they are all correct, do not modify them
9. Type the following information under **Incoming Mail Server**:
   - **Host Name**: imap.gmail.com
   - **User Name**: Enter your ENTIRE Hofstra e-mail address (i.e. JDOE1@pride.hofstra.edu)
   - **Password**: Enter the password you created in Part 1
10. Tap Next to complete the setup

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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