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:

●●●●○ AT&T 🛜	1:40 PM	🚀 🕐 55% 🔋
Cancel	**New Account**	Next
Name	John Doe	
Email	jdoe1@pride.hofstra.edu	
Password	●●●●●●●●●●●	
Description	Hofstra Gmail	

- **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*
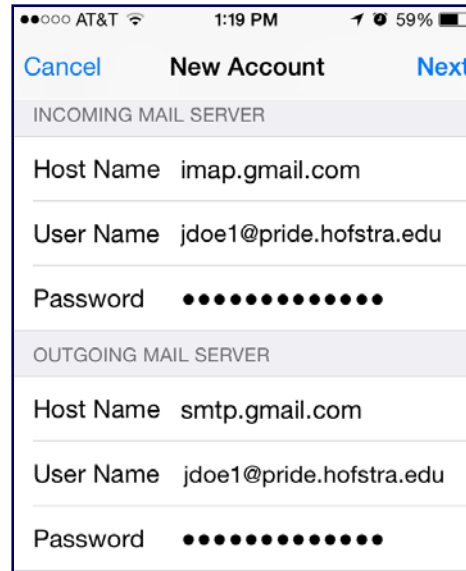5. Enter the following information:

●●●●○ AT&T 🛜	1:40 PM	🚀 🕐 55% 🔋
Cancel	**New Account**	Next
Name	John Doe	
Email	jdoe1@pride.hofstra.edu	
Password	●●●●●●●●●●●	
Description	Hofstra Gmail	

- **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
9. Type the following information under *Outgoing Mail Server:*
   - **Host Name**: smtp.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

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

HOFSTRA UNIVERSITY

Setting up Hofstra Gmail on iOS devices

STUDENT COMPUTING SERVICES