

How to enable POP, or Post Office Protocol, in Gmail

In order to use **POP** you must set up a **POP password** and enable the **POP** service.

To do this, follow the instructions below:

The screenshot shows the Gmail interface for the user `bstude1@pride.hofstra.edu`. The interface includes a top navigation bar with links to Google Mail, Calendar, Docs & Spreadsheets, and more. The user's name and email address are displayed in the top right corner. The main content area shows a list of emails, with two visible from 'Gmail Team' dated 'Jan 23'. The interface also features a left sidebar with navigation options like 'Compose Mail', 'Inbox (2)', 'Starred', 'Chats', 'Sent Mail', 'Drafts', 'All Mail', 'Spam', 'Trash', 'Contacts', and 'Labels'. The bottom of the screen displays a storage usage notification: 'You are currently using 0 MB (0%) of your 2048 MB.' and a footer with copyright information and the Google logo.

Hofstra Gmail main screen

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Search Mail Search the Web Show search options Create a filter

Compose Mail

Inbox (2)

Starred

Chats

Sent Mail

Drafts

All Mail

Spam

Trash

Contacts

Bob Student

Search, add, or invite

Labels

Edit labels

Common Migration Tool - www.mailmigration.com - Migrate eMail, Calendars & Co... ed Link < > Customize

Archive Report Spam Delete More actions... Refresh

Select: All, None, Read, Unread, Starred, Unstarred

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<input type="checkbox"/>	<input type="checkbox"/>	Gmail Team	It's easy to switch to Gmail! - Did you know that Gmail was voted #2 in PC World's Top	Jan 23
<input type="checkbox"/>	<input type="checkbox"/>	Gmail Team	Gmail is different. Here's what you need to know. - Built-in chat, keyboard shortcut	Jan 23

Archive Report Spam Delete More actions... Refresh

Select: All, None, Read, Unread, Starred, Unstarred

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When replying or forwarding, editing the subject will start a new conversation.

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Hofstra Gmail main screen

1. Click on the **Settings** link in the upper right-hand corner of the Gmail main screen.

The screenshot shows the Gmail settings interface for a Hofstra University account. At the top left is the Hofstra University logo. Below it are navigation links for 'Compose Mail', 'Inbox (1)', 'Starred', 'Chats', 'Sent Mail', 'Drafts', 'All Mail', 'Spam (2)', and 'Trash'. A 'Contacts' section is also visible, showing 'Bob Student' and a search bar. The main 'Settings' window is open, with tabs for 'General', 'Accounts', 'Labels', 'Filters', 'Forwarding and POP', 'Chat', and 'Web Clips'. The 'Accounts' tab is selected and highlighted with a red callout box containing the text 'Accounts link'. The settings are organized into sections: 'Language' (set to English (US)), 'Maximum page' (set to 50 conversations per page), 'Keyboard shortcuts' (set to off), 'My picture' (with a 'Learn more' link), 'Contacts' pictures' (set to 'Show all pictures'), and 'Signature' (set to 'No Signature').

Hofstra Gmail settings screen

2. Select the **Accounts** link located at the top of the **Settings** window.

Change Password to reset your password.' A red callout box points to the 'Change Password' link with the text 'Select the Change Password link at the bottom of the window.' The left sidebar shows 'Compose Mail', 'Inbox (2)', 'Starred', 'Chats', 'Sent Mail', 'Drafts', 'All Mail', 'Spam', 'Trash', 'Contacts', and 'Quick Contacts' with a search bar and a contact named 'B Student1'."/>

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Search Mail Search the Web [Show search options](#)
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Compose Mail

Inbox (2)
[Starred](#)
[Chats](#)
[Sent Mail](#)
[Drafts](#)
[All Mail](#)
[Spam](#)
[Trash](#)

Contacts

▼ **Quick Contacts**
Search, add, or invite
● B Student1
Set status here ▼
[Add contact](#) [Show all](#)

Settings

[General](#) [Accounts](#) [Labels](#) [Filters](#) [Forwarding and POP](#) [Chat](#) [Web Clips](#)

Send mail as:
(Use pride.hofstra.edu to send from your other email addresses)
[Learn more](#)

B Student1 <bstude1@pride.hofstra.edu> [edit info](#)

[Add another email address](#)

When I receive a message sent to one of my

Reply from the same address the message was sent to

Always reply from my default address (current address)

(Note: You can change the address at the time of your reply. [Learn more](#))

[Add another mail account](#)

Get mail from other accounts:
(download mail using POP3)
[Learn more](#)

Change Password: Follow this link [Change Password](#) to reset your password.

Select the **Change Password** link at the bottom of the window.

Hofstra Gmail Accounts screen

3. Click on the **Change Password** link located on the bottom of the window:
-The **Password change** window will then open.

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password change

pride.hofstra.edu Account

Change the password for your pride.hofstra.edu account.

Name: [Red callout: Type your POP password here.]

Login name: bstude...@pride.hofstra.edu

Your current password: [Red callout: Type your POP password here.]

Choose a new password: [Red callout: Type your new password here.]
 Minimum of 6 characters in length.

Re-enter new password: [Red callout: Re-type your new password here.]

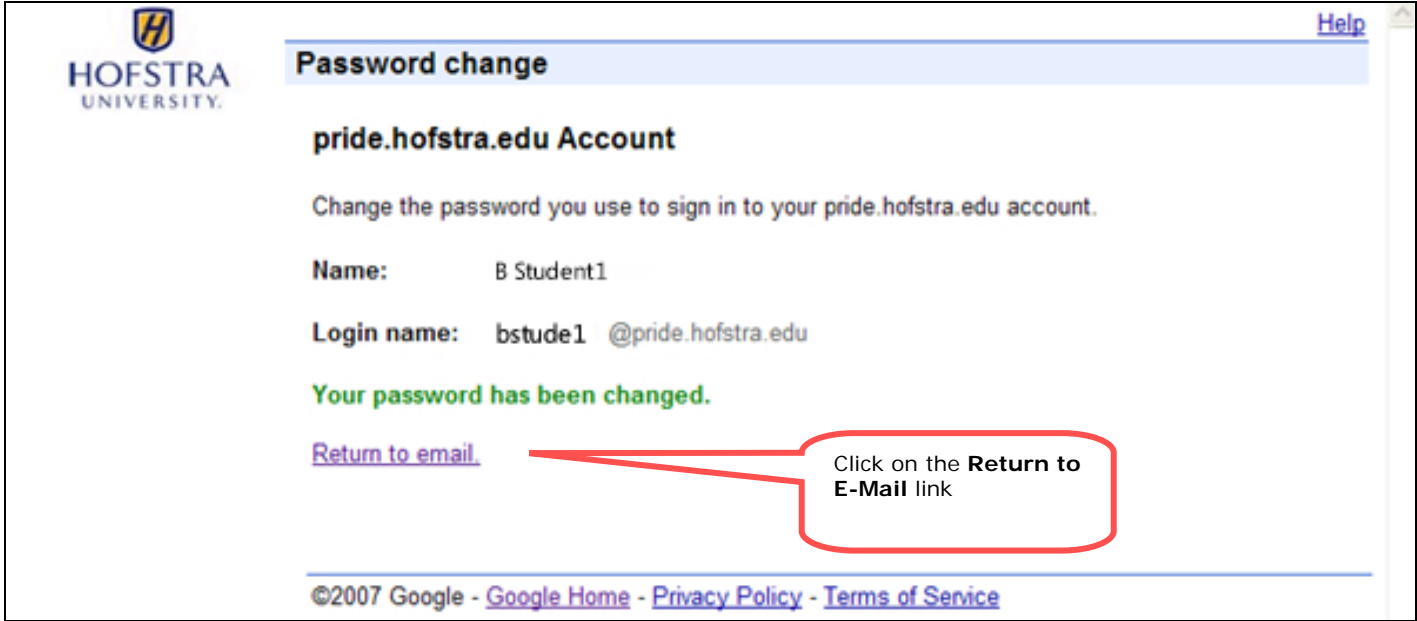
[Red callout: Click the Change Password button.] **Change Password** **Cancel**

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Hofstra Gmail Password change screen

4. In the **Password change** window:
 - a. Enter your current **POP** password (by default this is your 700 number).
 - b. Enter a new password **twice**.
 - c. Click on the **Change Password** button at the bottom.

***Please Note:** This password does not expire and the only requirement is that it be 6 characters or longer. This password will **ONLY** be used with the **GMail POP system**.



Hofstra Gmail Password change screen

5. Click on the **Return to E-Mail** link after you receive the **Changed Password** confirmation.

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Labels Edit labels

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Archive Report Spam Delete More actions... Refresh

Select: All, None, Read, Unread, Starred, Unstarred

1 - 2 of 2

Click the **Settings** link.

★ Gmail Team It's easy to switch to Gmail! - Did you know that Gmail was voted #2 in PC World's Top 100 Jan 23

★ Gmail Team Gmail is different. Here's what you need to know. - Built-in chat, keyboard shortcut: Jan 23

Archive Report Spam Delete More actions... Refresh

Select: All, None, Read, Unread, Starred, Unstarred

1 - 2 of 2

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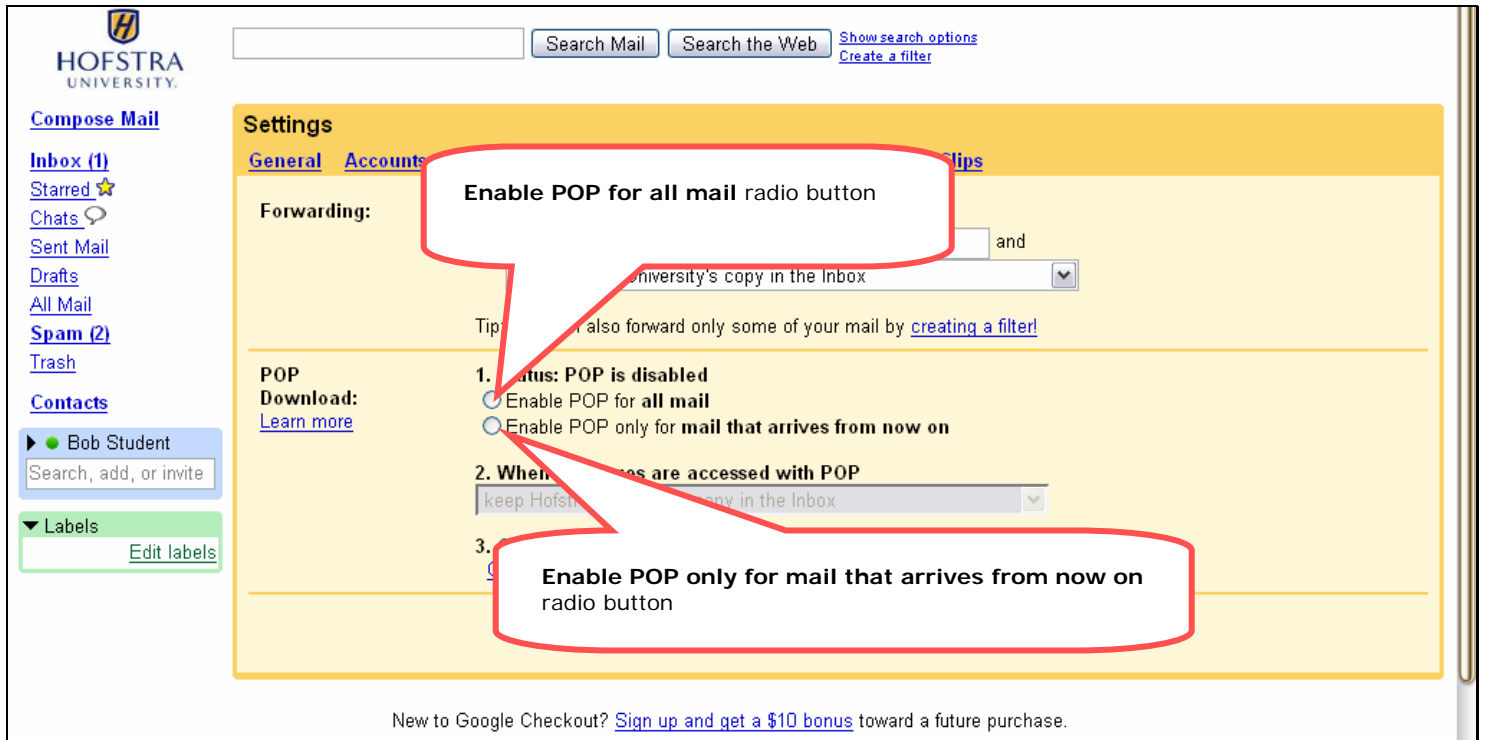
Hofstra Gmail main screen

6. Click on the **Settings** link in the upper right-hand corner of the Gmail main screen.

The screenshot shows the Gmail settings interface for a Hofstra University account. At the top left is the Hofstra University logo. Below it are navigation links for 'Compose Mail', 'Inbox (1)', 'Starred', 'Chats', 'Sent Mail', 'Drafts', 'All Mail', 'Spam (2)', and 'Trash'. A 'Contacts' section shows 'Bob Student' with a search box and 'Labels' with an 'Edit labels' link. The main 'Settings' area has tabs for 'General', 'Accounts', 'Labels', 'Filters', 'Forwarding and POP', 'Chat', and 'Web Clips'. The 'Forwarding and POP' tab is selected and highlighted with a red callout box containing the text 'Forwarding and POP link'. Other settings visible include 'Language' set to 'English (US)', 'Maximum page size' set to 'Show 25 conversations per page', 'Keyboard shortcuts' set to 'Off', 'My picture' set to 'None', 'Contacts' pictures set to 'Show all pictures', and 'Signature' set to 'No Signature'.

Hofstra Gmail settings screen

7. Select the **Forwarding and POP** link located at the top of the **Settings** window.




Hofstra Gmail settings screen



8. Select the **Enable POP for all mail** radio button:
 - Downloads all your mail (except mail that is labeled **Spam** and **Trash**) to your local email client.

Or

9. Select the **Enable POP only for mail that arrives from now on** radio button:
 - Downloads all mail you receive from this point on (except mail that is labeled **Spam** and **Trash**) to your local email client.

 [Show search options](#)
[Create a filter](#)

[Compose Mail](#)

[Inbox \(1\)](#)
[Starred](#) 
[Chats](#) 
[Sent Mail](#)
[Drafts](#)
[All Mail](#)
[Spam \(2\)](#)
[Trash](#)

[Contacts](#)

▶ ● Bob Student

▼ Labels

[Edit labels](#)

Settings

[General](#) [Accounts](#) [Labels](#) [Filters](#) **Forwarding and POP** [Chat](#) [Web Clips](#)

Forwarding:

Disable forwarding
 Forward a copy of incoming mail to and

Tip: You can also forward only some of your mail by [creating a filter!](#)

POP Download:

1. Status: POP is disabled
 Enable POP for all mail
 Enable POP only for mail that arrives from now on

2. When messages are accessed with POP
 ▼

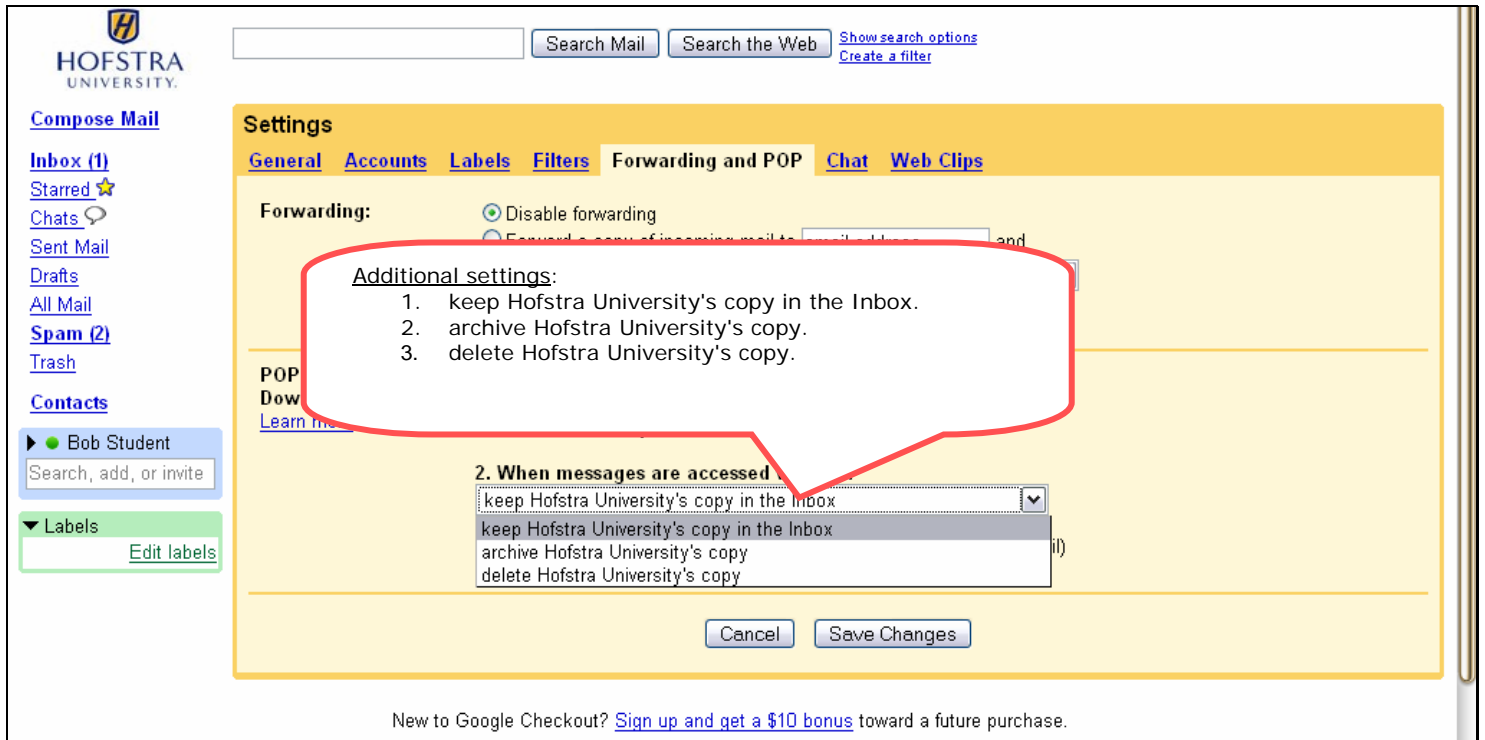
3. Configure your email client (e.g. Outlook, Eudora, Netscape Mail)
[Configuration instructions](#)

Click on the drop down menu to view additional options.

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Hofstra Gmail settings screen

10. Click on the drop down menu to view additional options.



Hofstra Gmail settings screen

11. Additional settings:

- a. **"keep Hofstra University's copy in the Inbox"** will keep a copy of the email in your Gmail **Inbox** as well as download the message.
- b. **"archive Hofstra University's copy"** will move the email to your Gmail **All Mail** folder as well as download the message.
- c. **"delete Hofstra University's copy"** will move the email to your Gmail **Trash** folder as well as download the message.

Hofstra Gmail settings screen

12. Click the **Save Changes** button to save your new settings.
13. You will then see that there is a link for instructions on setting up your mail client. **Please do NOT follow these instructions.** These instructions are for the generic **GMail** service and not for the **Hofstra GMail!**

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Inbox (2) 1 - 2 of 2

Select: All, None, Read, Unread, Starred, Unstarred

<input type="checkbox"/>	<input type="checkbox"/>	Gmail Team	It's easy to switch to Gmail! - Did you know that Gmail was voted #2 in PC World's Top	Jan 23
<input type="checkbox"/>	<input type="checkbox"/>	Gmail Team	Gmail is different. Here's what you need to know. - Built-in chat, keyboard shortcut	Jan 23

Contacts

▶ ● Bob Student

▼ Labels [Edit labels](#)

1 - 2 of 2

Select: All, None, Read, Unread, Starred, Unstarred

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Hofstra Gmail main screen

14. You will then be returned to the main Gmail screen. You have now enabled the POP service!