




## Setting up your Hofstra Gmail on Android devices

*Note: These instructions may vary slightly depending on the exact version of Android you have.*

**Step 1:** If this is the first time you are setting up your account on a mobile device, you need to enable IMAP in Hofstra Gmail and set your Hofstra Gmail password

- From a computer, log in to the Hofstra Portal (<http://my.hofstra.edu>)
- Click on the **Gmail** button
- Click on the gear icon 
- Click *Settings*
- Click on the *Forwarding and POP/IMAP* link towards the top of the screen
- Click on the *Enable IMAP* radio button then click *Save Changes* towards the bottom of the page
- Click on the *Accounts* link towards the top of the page
- Click on the *Google Account settings* link
- Click on the *Security* tab towards the top of the page
- Click *Change Password* under the *Password* heading and follow the onscreen instructions

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

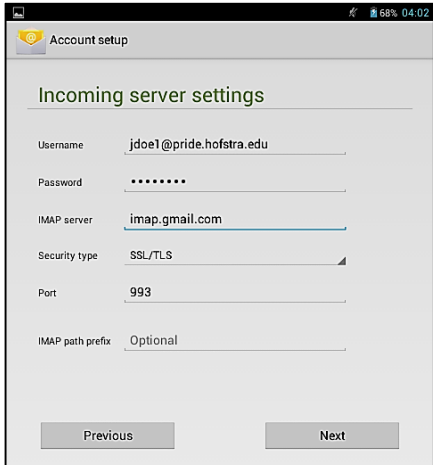
**Step 2:** On your Android device, tap *Settings* and under the *Accounts* heading, tap *Add Account*

**Step 3:** Tap *Email* from the *Add an account* list. DO NOT tap Google

**Step 4:** Enter your Hofstra Email address and the password you created in Step 1 into the appropriate fields. Then tap the *Manual setup* button and choose *IMAP* from the list of account types

**Step 5:** Enter the following information into the *Incoming server settings* screen and then tap *Next*

- **Username:** Your ENTIRE Hofstra e-mail address (i.e. `JDOE1@pride.hofstra.edu`)
- **Password:** Enter the password you created in Step 1
- **IMAP server:** `imap.gmail.com`
- **Security type:** *SSL/TLS*
- **Port:** `993`
- **IMAP path prefix:** Leave this box blank



The screenshot shows the 'Account setup' screen on an Android device. The title is 'Account setup' with a Google logo. Below it is the 'Incoming server settings' section. The fields are: Username (jdoe1@pride.hofstra.edu), Password (masked with dots), IMAP server (imap.gmail.com), Security type (SSL/TLS), Port (993), and IMAP path prefix (Optional). At the bottom are 'Previous' and 'Next' buttons.



*Need Help? Get in touch with Student Computing Services!*

516-463-7777 option 1 | [SCS@Hofstra.edu](mailto:SCS@Hofstra.edu) | [www.Facebook.com/HofstraSCS](http://www.Facebook.com/HofstraSCS)

**Step 6:** Enter the following information into the *Outgoing server settings* screen and then tap *Next*

- **SMTP server:** smtp.gmail.com
- **Security type:** SSL/TLS
- **Port:** 465
- **Require sign-in:** Make sure this box is checked
- **Username:** This should already be filled out with your entire Hofstra email address
- **Password:** This should already be filled out with your Hofstra Gmail password

The screenshot shows the 'Account setup' screen with the 'Outgoing server settings' section. The fields are filled with the following information:

- SMTP server: smtp.gmail.com
- Security type: SSL/TLS
- Port: 465
- Require sign-in.
- Username: jdoe1@pride.hofstra.edu
- Password: [masked]

At the bottom of the screen, there are two buttons: 'Previous' and 'Next'.

**Step 7:** On the *Account options* screen, select the options you wish to use and then tap the *Next* button