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

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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

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