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:
1. Click on the **Settings** link in the upper right-hand corner of the Gmail main screen.
2. Select the **Accounts** link located at the top of the **Settings** window.
Select the Change Password link at the bottom of the window.

3. Click on the Change Password link located on the bottom of the window:
   - The Password change window will then open.
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**.
5. Click on the **Return to E-Mail** link after you receive the **Changed Password** confirmation.
6. Click on the **Settings** link in the upper right-hand corner of the Gmail main screen.
7. Select the **Forwarding and POP** link located at the top of the **Settings** window.
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.
10. Click on the drop down menu to view additional options.
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.
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*!
14. You will then be returned to the main GMail screen. You have now enabled the POP service!