

How to Set Up Your Drew Gmail Account in an Email Client

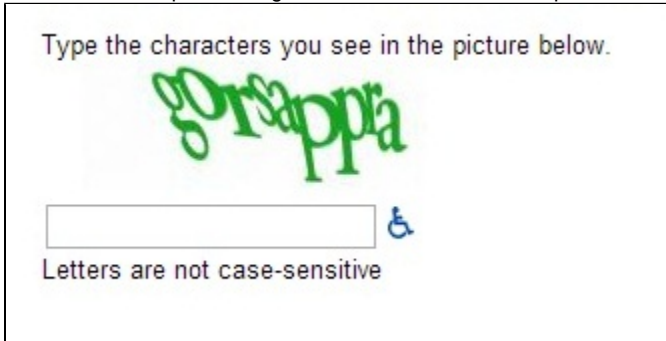
Not everyone wants to use a web browser to access their email. If your preference is to use a separate email client, you will need the following server settings and information to be successful.

Please keep in mind that those signed up for Duo Security will need to retrieve their [device password](#) from the [self-service portal](#).

Before you begin

The Terms of Service for using Google Apps is only available on the web, so before you set the account up on a mobile device, you will need to access your Drew Google account on the web. You only need to do this once, so if you've already logged in to your Google Apps account, you do not need to repeat this step.

1. Sign into your Drew Google account on the web. The easiest way is to simply go to <http://mail.drew.edu>.
2. Be sure to accept the Google Terms of Service and complete the "CAPTCHA."



3. Proceed to the instructions for your device.

Enable IMAP

Currently, users must explicitly enable IMAP before they are able to connect Mac Mail, Thunderbird, or another mail client to their account, or to set up their mobile device using the default Gmail settings. This must also be done from the web. Please visit <https://support.google.com/mail/troubleshooter/1668960?hl=en#ts=1665018> to see how to enable IMAP.

Enable less secure apps first:

1. Go to the "Less secure apps" section in My Account.
2. Next to "Access for less secure apps," select **Turn on**.

Outlook

Microsoft offers the following instructions: <https://support.office.com/en-US/article/Import-Gmail-to-Outlook-20fdb8f2-fed8-4b14-baf0-bf04b9c44bf7>

Keep in mind that anyone in Duo Security will need to use their device password.

IMAP Setup for Outlook

<https://support.google.com/mail/answer/7126229?hl=en>

Change your IMAP settings for your email client

Use the table below to update your client with the correct information. For help updating your settings, search your email client's Help Center for instructions on setting up IMAP.

Incoming Mail (IMAP) Server	imap.gmail.com Requires SSL: Yes Port: 993
Outgoing Mail (SMTP) Server	smtp.gmail.com Requires SSL: Yes Requires TLS: Yes (if available) Requires Authentication: Yes Port for SSL: 465 Port for TLS/STARTTLS: 587
Full Name or Display Name	Your name
Account Name, User name, or Email address	Your full email address
Password	Your Gmail password (Users enrolled in Duo will need to go to http://www.drew.edu/duo to get their device password)

Mail on a Mac

1. Open the **Mail** app
 - a. If you see a prompt to add an account when you open Apple Mail, skip to step 5
2. Select the **Mail** menu at the top, and then **Preferences**
3. Open the **Accounts** section
4. Click the **+** button in the bottom corner
5. Choose **Google**
6. Type your name
7. Type your full email address (username@drew.edu)
8. Type your password. If you are signed up for Duo Security, you'll have to enter your [device password](#)
9. Click **Continue**
10. Confirm that your email address is correct and click **Create**
11. In the Accounts window, select the Drew Google account on the left side
12. Click on the drop down box for **Outgoing Mail Server (SMTP)** and choose **Edit SMTP Server List...**
13. Highlight the Gmail (smtp.gmail.com) SMTP server in the top box and click on Advanced in the lower half of the window
14. Change the username from <your username> to <your username>@drew.edu, e.g. rspivak to rspivak@drew.edu
15. This may clear the password box, if it does, re-enter your Drew password or your Drew device password (from <http://www.drew.edu/script/s/ut/2factor>) if you are enrolled in Duo Security
16. Click on **OK** to save the changes.
17. Close the Accounts window

Thunderbird

1. Open Thunderbird
2. Go to **File > New > Existing Mail Account**
 - a. If prompted to create a new email address, select "Skip this and use my existing email"
3. Type your name
4. Type your full email address (username@drew.edu)
5. Type your password. If you are signed up for Duo Security, you'll have to enter your [device password](#)
6. Click **Continue**
7. Confirm that your email address is correct and that the IMAP radio button is selected, and click **Done**

More Information From Google

[Google's Get started with IMAP and POP3 article](#)