

# 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.

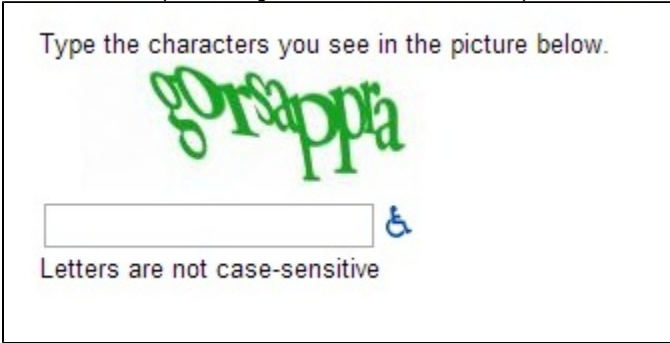
As a point of clarification: University Technology supports use of Gmail on the web and Gmail via the Gmail app on Android and the Gmail app on iPhones. Though we provide these instructions for setting up email access in other email accounts, we do not support nor encourage accessing your account in this way.

Also, 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.

## 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.

 There are known issues with Outlook and Google Calendar. Please take a look at Google's article, [What's not supported in Outlook Calendar](#), for more information.

## 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	<a href="mailto:imap.gmail.com">imap.gmail.com</a> Requires SSL: Yes Port: 993
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Outgoing Mail (SMTP) Server	<a href="mailto:smtp.gmail.com">smtp.gmail.com</a>  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 <a href="http://www.drew.edu/duo">http://www.drew.edu/duo</a> 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](mailto: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](http://www.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/scripts/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. Click **Email** in the "Choose What to Set Up" section of the Home tab
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. Leave IMAP selected
7. Click **Done**
8. A window will pop up with a uLogin screen. Log in to your Drew account and approve the Duo push or call.
9. Allow Thunderbird Email to access your Google Account.
10. Confirm that your email address is correct and that IMAP is displayed, and click **Finish** at the bottom

## More Information From Google

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

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