DEVICE SETTING

You can access Gmail using e-mail clients and mobile devices.

By using Google Apps, now you can connect to your Gmail account using variety email clients and mobile devices.

Google Apps recommend IMAP protocol when connecting to Gmail.

For detailed instruction, please select the link below Outlook

- Outlook
- iPhone & iPad
- Android
- <u>Creating Groups</u>
- UMP Proxy

Read Gmail messages on other email clients using IMAP

You can read your messages from Gmail in other mail clients, like Microsoft Outlook and Apple Mail, using IMAP. When you use IMAP, you can read your Gmail messages on multiple devices, and messages are synced in real time.

Set up IMAP

Step 1: Check that IMAP is turned on

- 1. On your computer, open Gmail.
- 2. In the top right, click Settings 🏶.
- 3. Click Settings.
- 4. Click the Forwarding and POP/IMAP tab.
- 5. In the "IMAP Access" section, select Enable IMAP.
- 6. Click Save Changes.

Step 2: Change your IMAP settings in 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