SETTING UP PERSONAL DEVICES WITH GMAIL

You must first Log into your SUNY Orange Gmail account and Enable IMAP

1. Sign in to our portal at https:\\my.sunyorange.edu and click on the Gmail Button on the upper right hand side of the browser.
2. Click the gear icon ⚙▾ in the upper-right and select **Gmail**
3. Click **Forwarding and *POP/IMAP***
4. Select **Enable IMAP**.
5. Click **Save Changes** at the bottom.

General   Labels   Accounts and Import   Filters   **Forwarding and POP/IMAP**   Chat   Web Clips   Labs   Inbox   Offline   Themes

Forwarding:
Learn more

   [Add a forwarding address]

   Tip: You can also forward only some of your mail by creating a filter!

POP Download:
Learn more

   1. Status: POP is enabled for all mail that has arrived since 12/3/11
   ○ Enable POP for **all mail** (even mail that's already been downloaded)
   ○ Enable POP for **mail that arrives from now on**
   ○ **Disable** POP

   2. When messages are accessed with POP [keep Gmail's copy in the Inbox ▾]

   3. Configure your email client (e.g. Outlook, Eudora, Netscape Mail)
   Configuration instructions

IMAP Access:
(access Gmail from other clients using IMAP)
Learn more

   Status: IMAP is enabled
   ◉ **Enable IMAP**
   ○ Disable IMAP

   When I mark a message in IMAP as deleted:
   ◉ Auto-Expunge on - Immediately update the server. (default)
   ○ Auto-Expunge off - Wait for the client to update the server.

   When a message is marked as deleted and expunged from the last visible IMAP folder:
   ◉ Archive the message (default)
   ○ Move the message to the Trash
   ○ Immediately delete the message forever

   Folder Size Limits
   ◉ Do not limit the number of messages in an IMAP folder (default)
   ○ Limit IMAP folders to contain no more than this many messages [1000 ▾]

   Configure your email client (e.g. Outlook, Thunderbird, iPhone)
   Configuration instructions

   [Save Changes] [Cancel]

How to add a Gmail account in iOS

1. Go to *Settings*.
2. Scroll down to *Mail > Accounts > Add Account,* and then *select Google*.
3. You're now at the Gmail sign in page.
4. Enter your SUNYOrange *Gmail address (ac100@sunyorange.edu)*, and tap *Next*.
   note: employees do not include the dot between the first and last name.
5. Enter your MySUNYOrange Single Sign On *password*, and tap *Next*.
6. It will ask you which things you want to sync. Turn off the things you don't want to sync, and tap *Save* in the upper-right corner when finished.

How to add a Gmail account in Android

There are many custom interfaces when it comes to Android phones, so the process for adding your Gmail account isn't as clear cut as it is on an iPhone, but the main idea is to get to the *Add your account* screen from Google. Regardless of how different the software looks, or how the setting menus are configured, you'll eventually end up on this screen. So let's have a look at how to add your Gmail account through both the Gmail app and the settings menu.


1. Open the App Drawer. Depending on your version of Android — or any themes you may have — this can be done by *swiping up* from the dock, or tapping the *App Drawer* icon.
2. Tap *Settings*.
3. Go to *Accounts > Add account,* and then select *Google*.
4. At this point, you may be asked for a password, fingerprint, or pattern.
5. You've arrived at the *Add your account* screen, so enter your SUNYOrange *Gmail address (ac100@sunyorange.edu)*, and tap *Next*.
   note: employees do not include the dot between the first and last name.
6. Then, enter your MySUNYOrange Single Sign On *password*, and tap *Next*.
7. Select *Agree* on the Terms of Service page.
8. If you want to add payment information, *add your credit card* here. Otherwise, select *No thanks*.
9. Once finished, you will be back at *Accounts* in *Settings*. If you want to see the accounts that you have added, or want to delete any, just tap *Google*.

How to add a Gmail account on Samsung phone

1. Tap *Apps*.
2. Go to *Settings*.
3. In the top menu, swipe left or right until you see the *Personal* section.
4. Go to *Accounts*.
5. Select *Add account*.
6. Choose *Google* from the resulting menu.
7. This will bring you to the *Add your account* screen. Here, enter your SUNYOrange *Gmail address (ac100@sunyorange.edu)*, and tap *Next*.
   note: employees do not include the dot between the first and last name
8. Then, enter your MySUNYOrange Single Sign On *password* and tap *Next*.
9. Select *Agree* on the Terms of Service page.
10. If you want to add payment information, *add your credit card* here. Otherwise, just select *No thanks*.
11. Once finished, you will be back at *Accounts* in *Settings*. If you want to see the accounts that you have added, or want to delete any, just tap *Google.*

Using the Gmail app
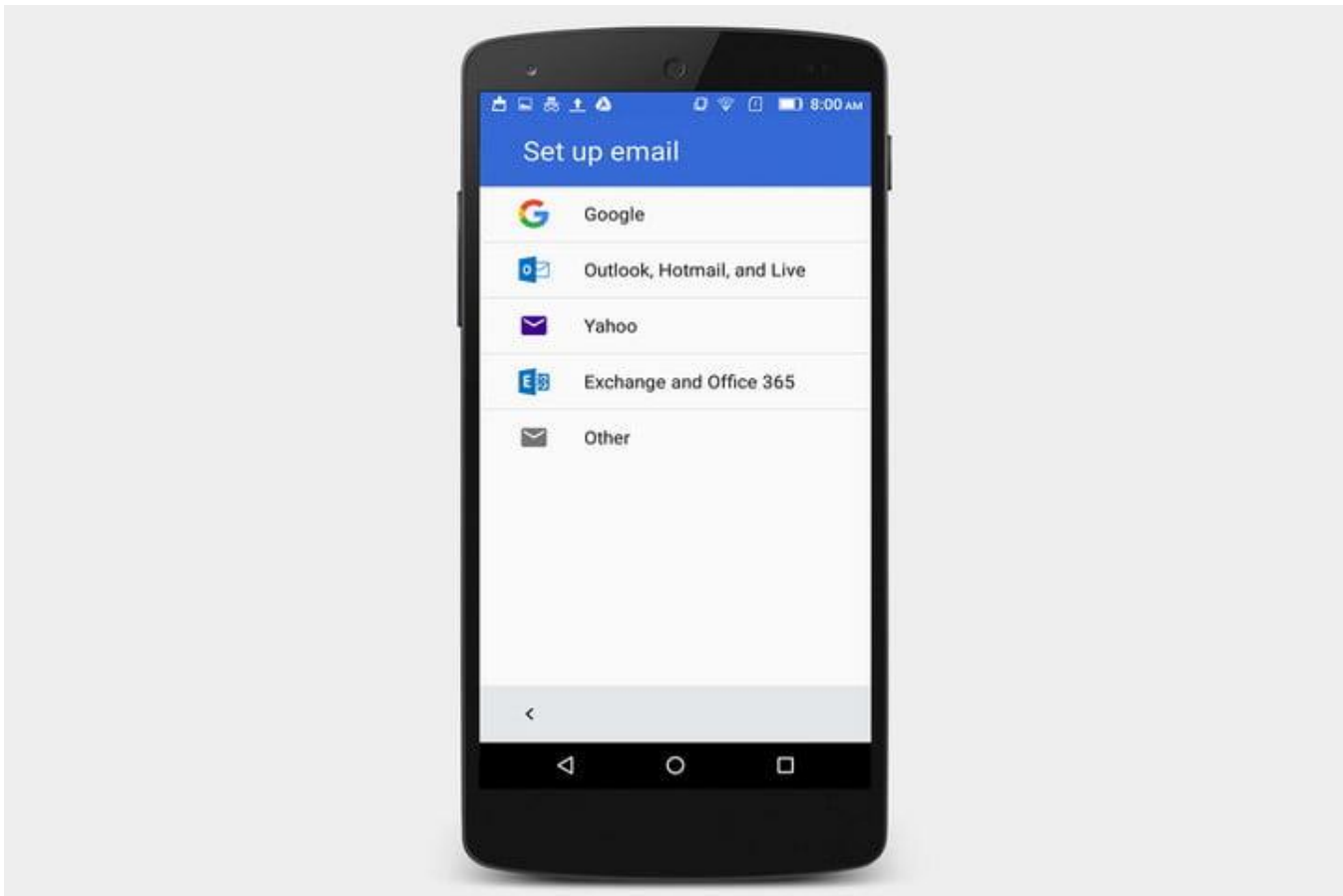
1. Tap the *hamburger menu* (≡) in the upper-left corner, then *tap your name and email* in the upper left.
2. Select *Add account*.
3. Select *Google*.
4. This will bring you back at the *Add your account* screen. Here, enter your SUNYOrange *Gmail address (ac100@sunyorange.edu)*, and tap *Next*.
   note: employees do not include the dot between the first and last name
5. Then, enter your MySUNYOrange Single Sign On *password* and tap *Next*.
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