Configuring iPhone, iPod Touch, and iPad for Mail

This document assumes you have iOS 7 installed on your device and that you are ready to configure Mail.

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Enabling Gmail for IMAP
Before Mail on an iOS device can be configured, IMAP must be enabled in Gmail. To enable IMAP, follow the instructions below.

1) Go to gmail.com
2) You may or may not see the following image. If you do, click Sign in near the top right of the page. If you do not, proceed to the next step.
Enter your *Email, Password*, and then click *Sign in*
4) Click the gear icon in the top right of the Gmail page.

5) Select *Settings*
6) Select the **Forwarding and POP/IMAP** tab.
7) Select **Enable IMAP**
8) Click **Save Changes**
9) Select the **Labels** tab.
10) Next to the **All Mail** label, uncheck **show in IMAP**. This will stop duplicate emails from appearing when using the search function in Outlook.
Configuring a New Email Account

1) From the home screen, tap **Settings**
2) The following screen appears below.

3) Scroll down and tap **Mail, Contacts, Calendars**
4) Tap **Add Account**

5) Tap **Google**
6) The following screen appears below.

Name: John Appleseed
Email: example@gmail.com
Password: Required
Description: My Gmail Account

7) Enter your Name
8) Enter your Email
9) Enter Password
10) Enter SDSU under Description
11) Tap Next
12) Google will now verify your information
13) The following screen appears below.

<table>
<thead>
<tr>
<th>Cancel</th>
<th>Gmail</th>
<th>Save</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mail</td>
<td></td>
<td>☐</td>
</tr>
<tr>
<td>Contacts</td>
<td></td>
<td>☐</td>
</tr>
<tr>
<td>Calendars</td>
<td></td>
<td>☐</td>
</tr>
<tr>
<td>Notes</td>
<td></td>
<td>☐</td>
</tr>
</tbody>
</table>

14) Disable *Notes* and click *Save*
15) Go back to the main screen by pressing the menu button at the bottom of your device.

16) From the home screen, tap **Mail**.

17) Send yourself a test email to verify proper configuration.
Configuring Access to the LDAP Directory

1) From the home screen, tap **Settings**
2) The following screen appears below.

3) Scroll down and tap **Mail, Contacts, Calendars**
4) Tap **Add Account**

![Add Account](image)

5) Tap **Other**

![Other](image)
6) Tab **Add LDAP Account**

The following screen appears below.

7) The following screen appears below.
8) Enter phonebook.sdsu.edu under Server
9) Enter SDSU Phonebook under Description

10) Tap Next
11) Tap Continue

12) Tap Save
How to Search Using the LDAP Directory

1. From the home screen, tap Contacts
2. Tap Groups located in the top left.
3. Tap SDSU Phonebook
4. Tap the Search field and enter a name to lookup.
5. Tap the Search button at the bottom right of the screen.
6. The results of your search will appear on screen.

Contact Info

If you are having problems please call the ETS Help Desk at (619) 594-5261 or email us at etshelpdesk@mail.sdsu.edu

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