Configuring iPhone, iPod Touch, and iPad for Mail

This document assumes you have iOS 9 installed on your device and that you are ready to configure Mail.

Table of Contents

Configuring iPhone, iPod Touch, and iPad for Mail .......................................................... 1
Table of Contents .................................................................................................................... 1
Enabling Gmail for IMAP ........................................................................................................ 2
Configuring a New Email Account ......................................................................................... 7
Contact Info .......................................................................................................................... 13
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.
3) 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, select **Settings**.
2) The following screen appears below.

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

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

![Sign in to an account](image)

7) Enter your *Email*.
8) Select *Next*. 
9) Enter your *Password.*
10) Select *Next.*

11) Google will now verify your information.
12) The following screen appears below.

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

15) From the home screen, select  *Mail.*
16) Send yourself a test email to verify proper configuration.
**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.

---

**Disclaimer**

Neither SDSU nor the State of California nor the California State University system nor any of their employees, makes any warranty or assumes any legal liability or responsibility for the accuracy, completeness, or usefulness of any information, apparatus, product, or process disclosed, or represents that its use would not infringe privately owned rights. Reference to any special commercial products, process, or service by trade name, trademark, manufacturer, or otherwise, does not necessarily constitute or imply its endorsement, recommendation, or favoring by SDSU or the State of California or the California State University system. The views and opinions of the author(s) do not necessarily state or reflect those of SDSU or the State of California or the California State University system and shall not be used for advertising or product endorsement.