

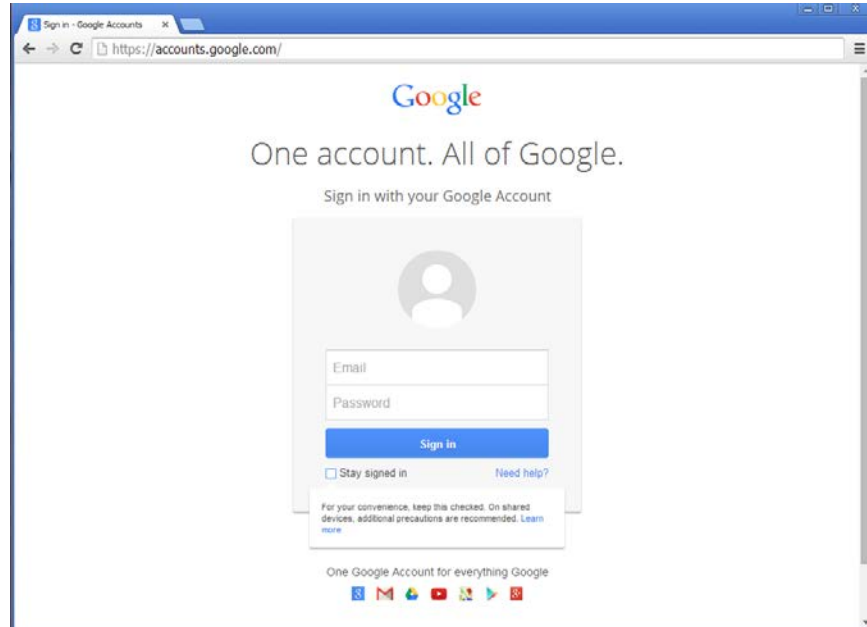
Hartford Seminary

Student E-mail Setup Instructions

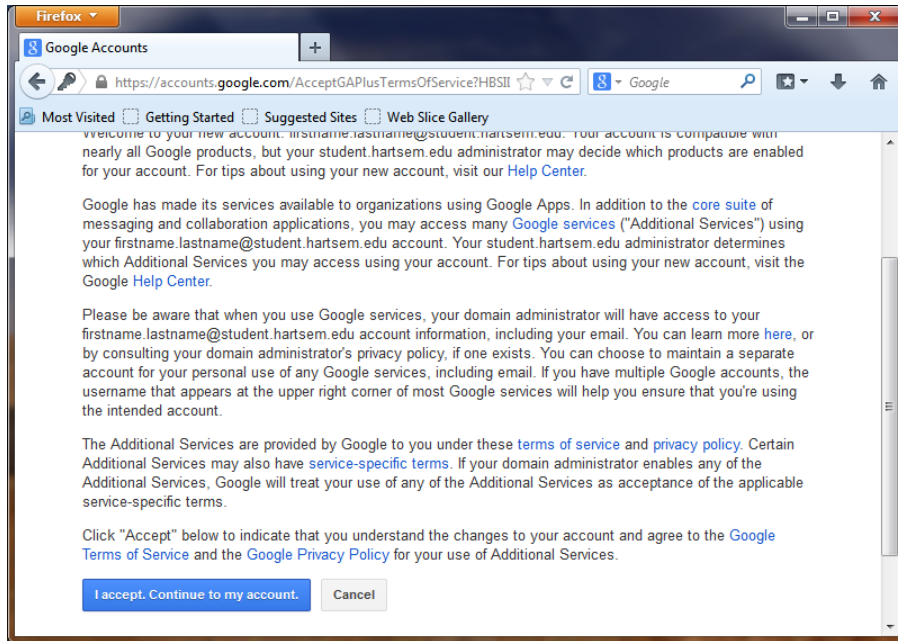
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Getting Started

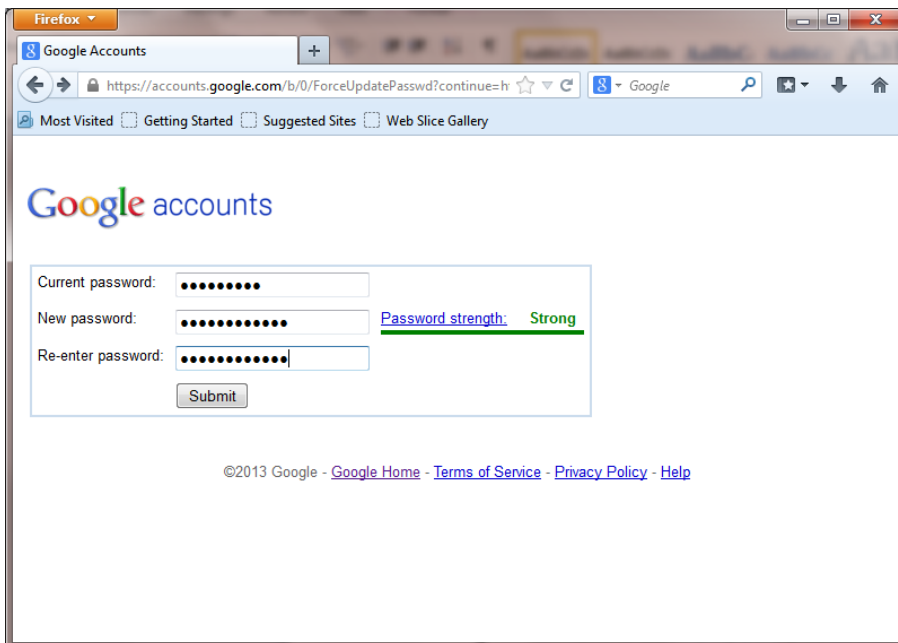
- 1) To begin, open a web browser such as Internet Explorer, Chrome, Firefox, or Safari. In the address bar enter the web address <https://mail.google.com/>



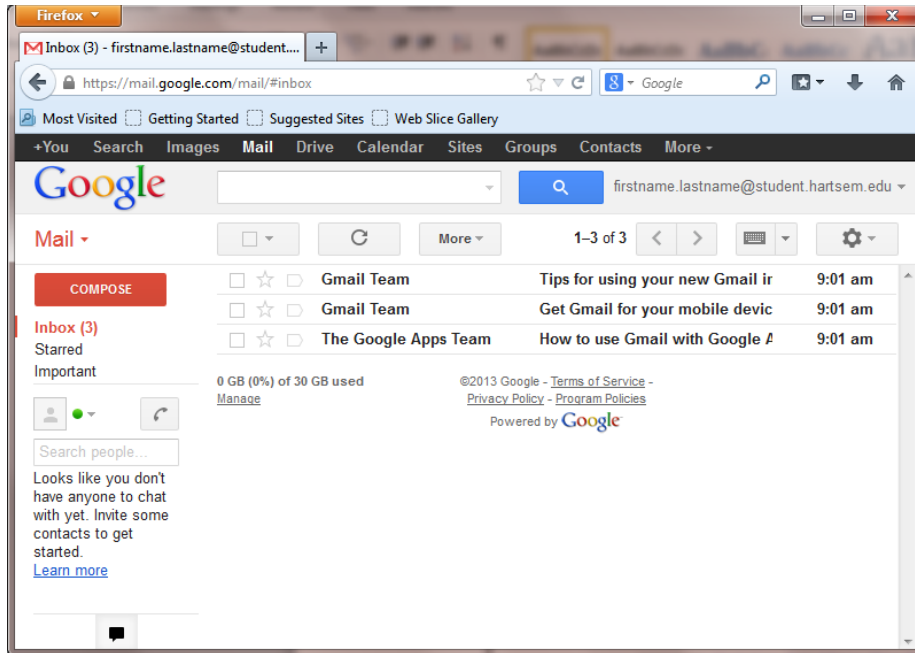
- 2) You will be required to enter in your FULL e-mail address such as firstname.lastname@student.hartsem.edu.
- 3) Once you have successfully logged into your student e-mail account. You will be prompted to read and accept the Google Terms of Service.



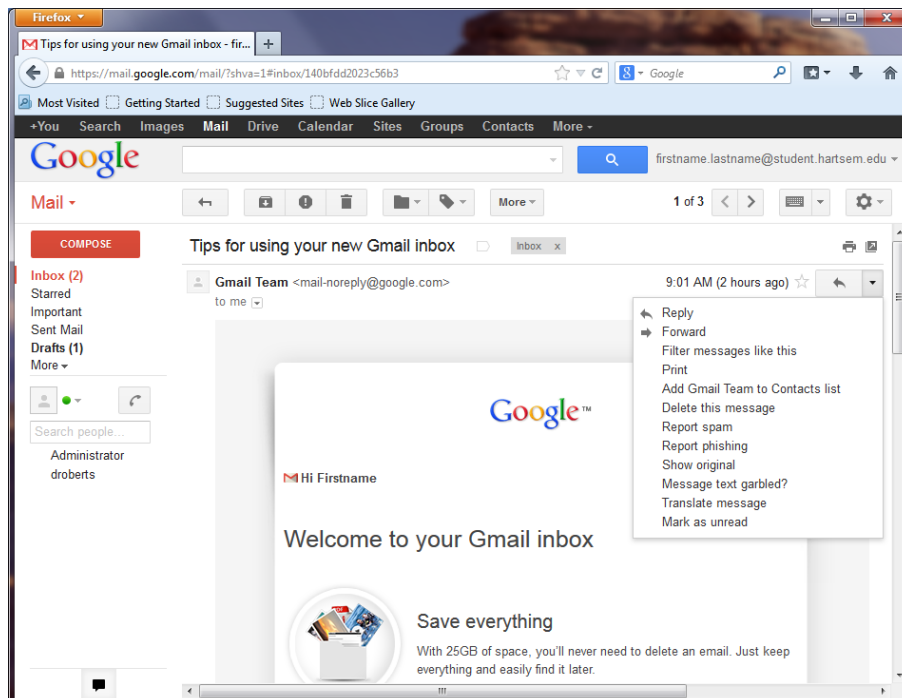
- 4) If this is your first time logging into your student e-mail account you will be prompted to change your current password. The password strength indicator will show you how strong your password is.



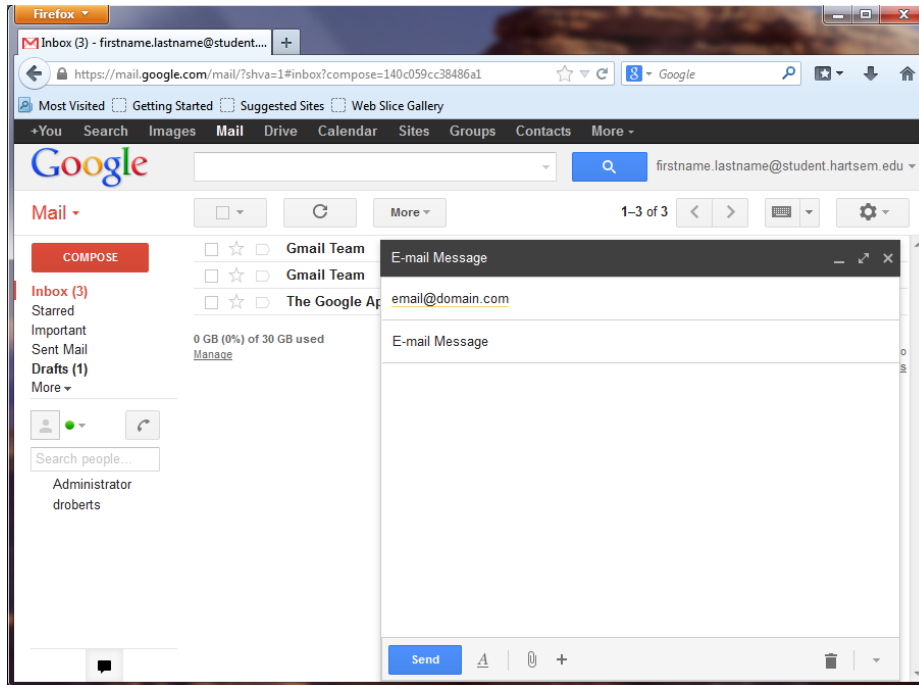
- 5) Once logged in you will see the Google mail page. From here you can perform all of your e-mail tasks. The main portion of the Window will show you any new messages that have arrived. To open a message, click on the recipient or subject.



- 6) To reply to message click the *Reply* arrow on the right side of the message. You may also click the down arrow to display more options such as *forward*.

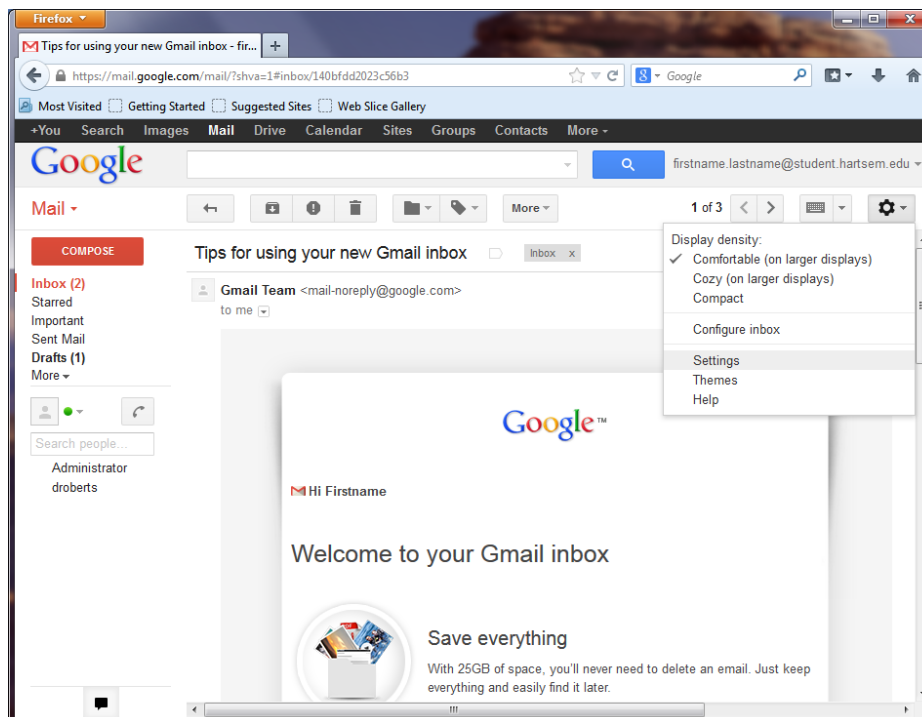


1. To compose a new message. Click the red *Compose* button on the right side of your screen. Enter in an e-mail address and subject. When you are through click the blue *Send* button on the bottom of your screen.

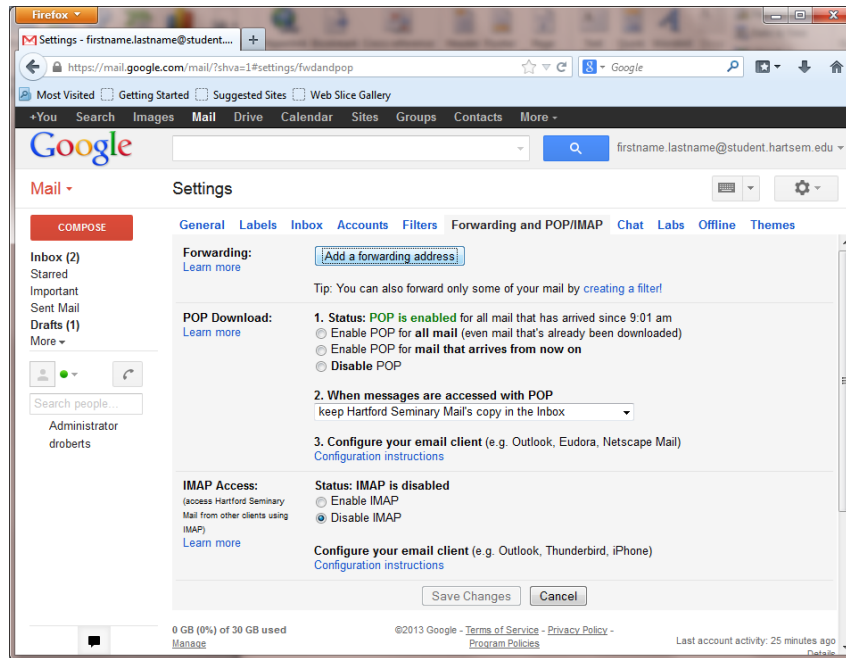


Forwarding E-mail to Another E-mail Account

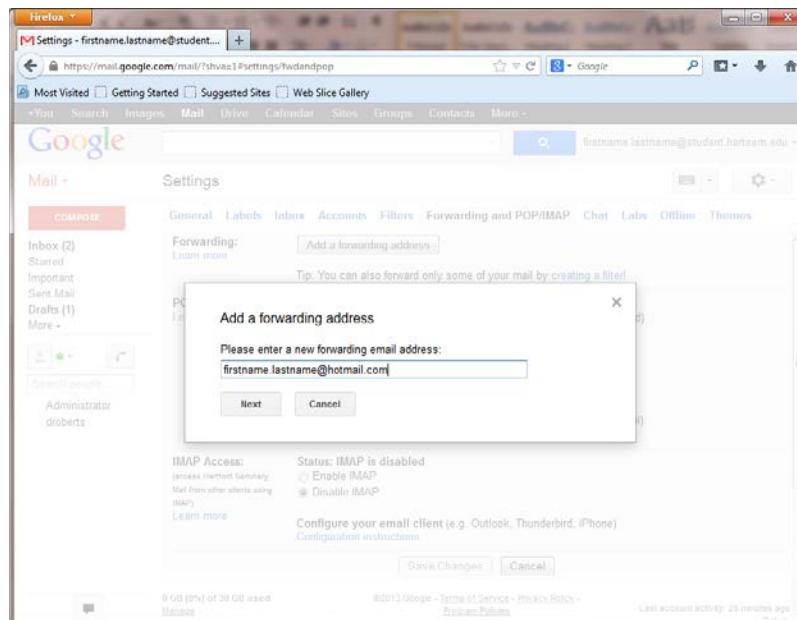
1. If you would like to forward your e-mail to another account such as your personal e-mail, click the *Gear* icon on the right side of your screen and select *Settings*.



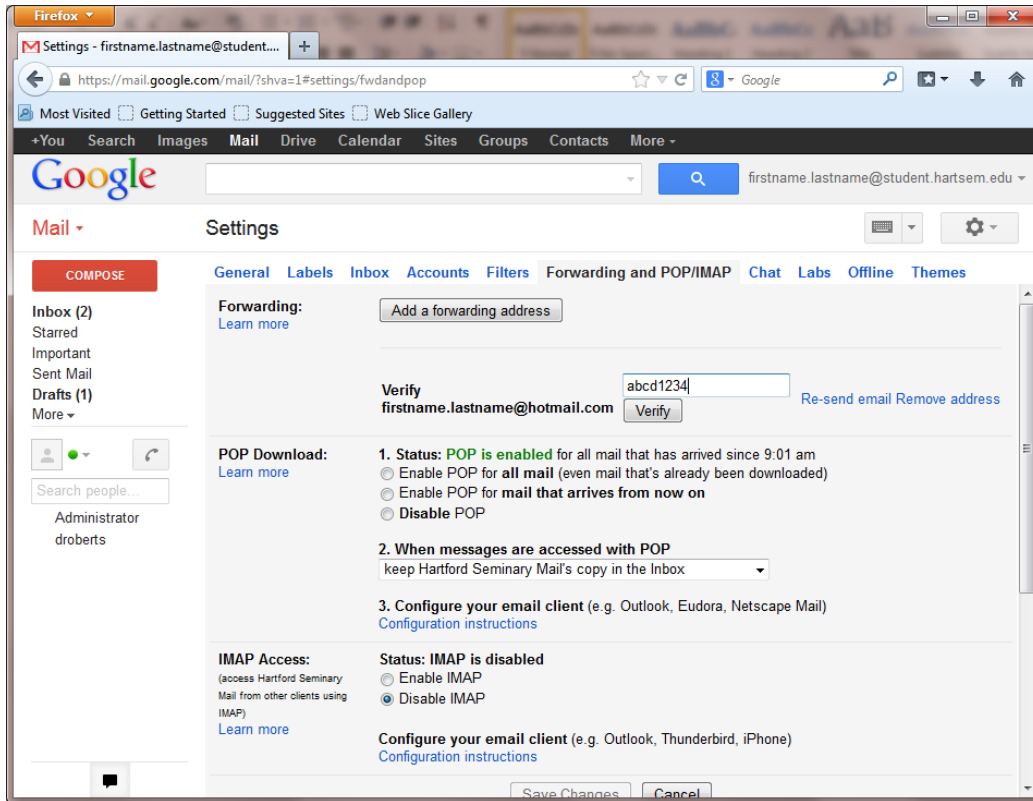
2. Under the settings menu select the tab for **Forwarding and POP/IMAP**. From here you can select the **Add a forwarding address** option.



3. Enter in the e-mail address you would like to forward the e-mail to and click **Next**.

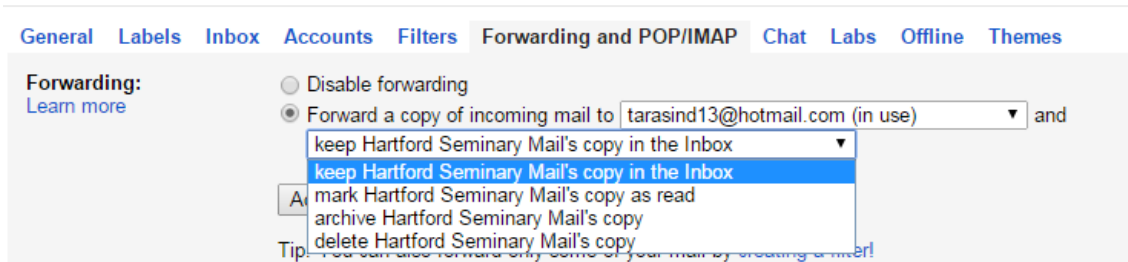


4. A verification e-mail will be sent to the e-mail account you would like to forward your student e-mail to with a verification code. You must retrieve the code and enter it into the verification box before e-mail will begin forwarding.



It is a good idea to send a test email to ensure that email is forwarding properly. If you notice email is not forwarding, go back to the **Forwarding and POP/IMAP** and confirm that forwarding is enabled. You can also set the settings for forwarded mail messages.

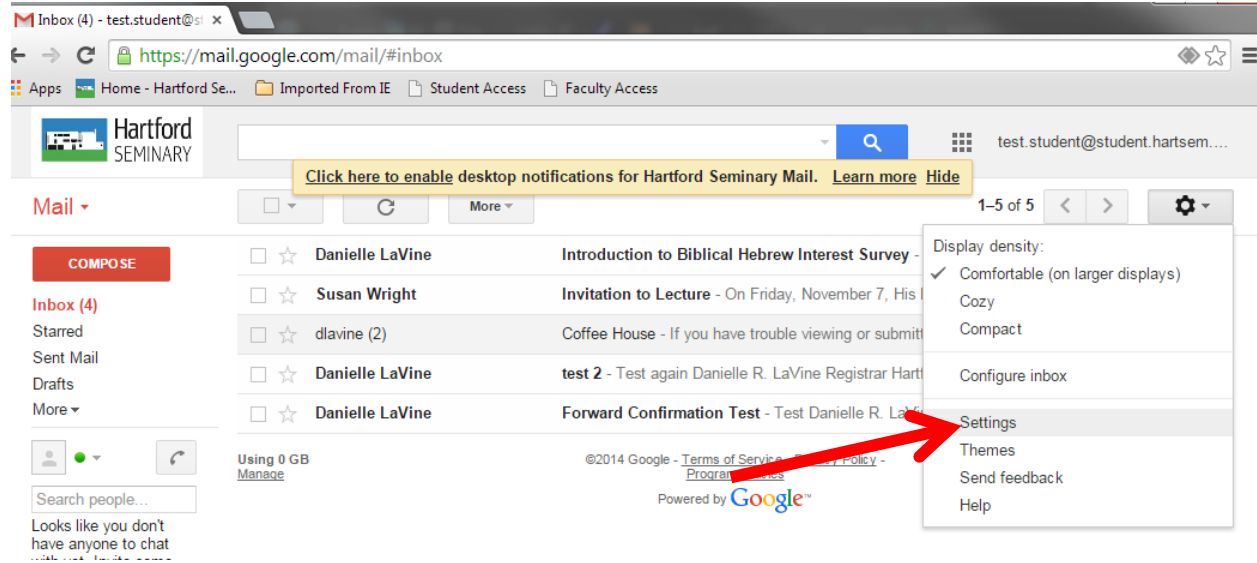
Settings



Receiving Email on your Phone or Mobile Device

If you would like to receive your student email on your cell phone or tablet, you will need to enable either POP or IMAP.

1. Log into your email account and click on the **Gear** icon in the upper right, and select **Settings**.



2. Next, click on the **Forwarding and POP/IMAP** tab. To forward email to your mobile device you will need to enable either POP or IMAP. Information about each option is available by clicking on the **Learn More** link. Google recommends IMAP.

IMAP Access:
(access Hartford Seminary Mail 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

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

- In addition to enabling IMAP/POP you will also need to check the configuration settings for your particular device. Click on the **Configuration Settings** link, and then select either POP or IMAP.

Get started with IMAP and POP3

- + What is POP and IMAP?
- + How much does POP and IMAP cost?
- + What's the difference between POP and IMAP?
- + How will using a mail client affect automatic replies?

Select an option below for instructions on how to enable POP or IMAP


- I want to enable IMAP
- I want to enable POP

- Next, select your device type.

Select an option below for instructions on how to enable POP or IMAP [I want to enable IMAP](#)

You can retrieve your Gmail messages with a client or device that supports IMAP, like Microsoft Outlook or Apple Mail.

Enable IMAP in your Gmail settings

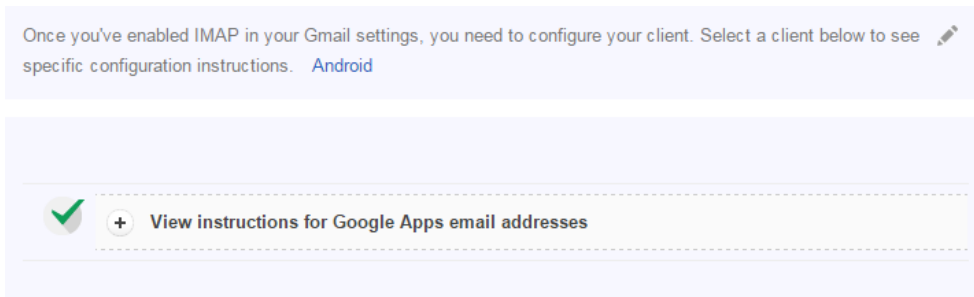
1. Sign in to Gmail.
2. Click the  gear in the top right.
3. Select **Settings**.
4. Click **Forwarding and POP/IMAP**.
5. Select **Enable IMAP**.
6. Click **Save Changes**.

Note: This setting is not available while using the basic HTML view of Gmail. To enable IMAP, use the standard view instead. Find out more about [standard view](#) and [basic HTML view](#).

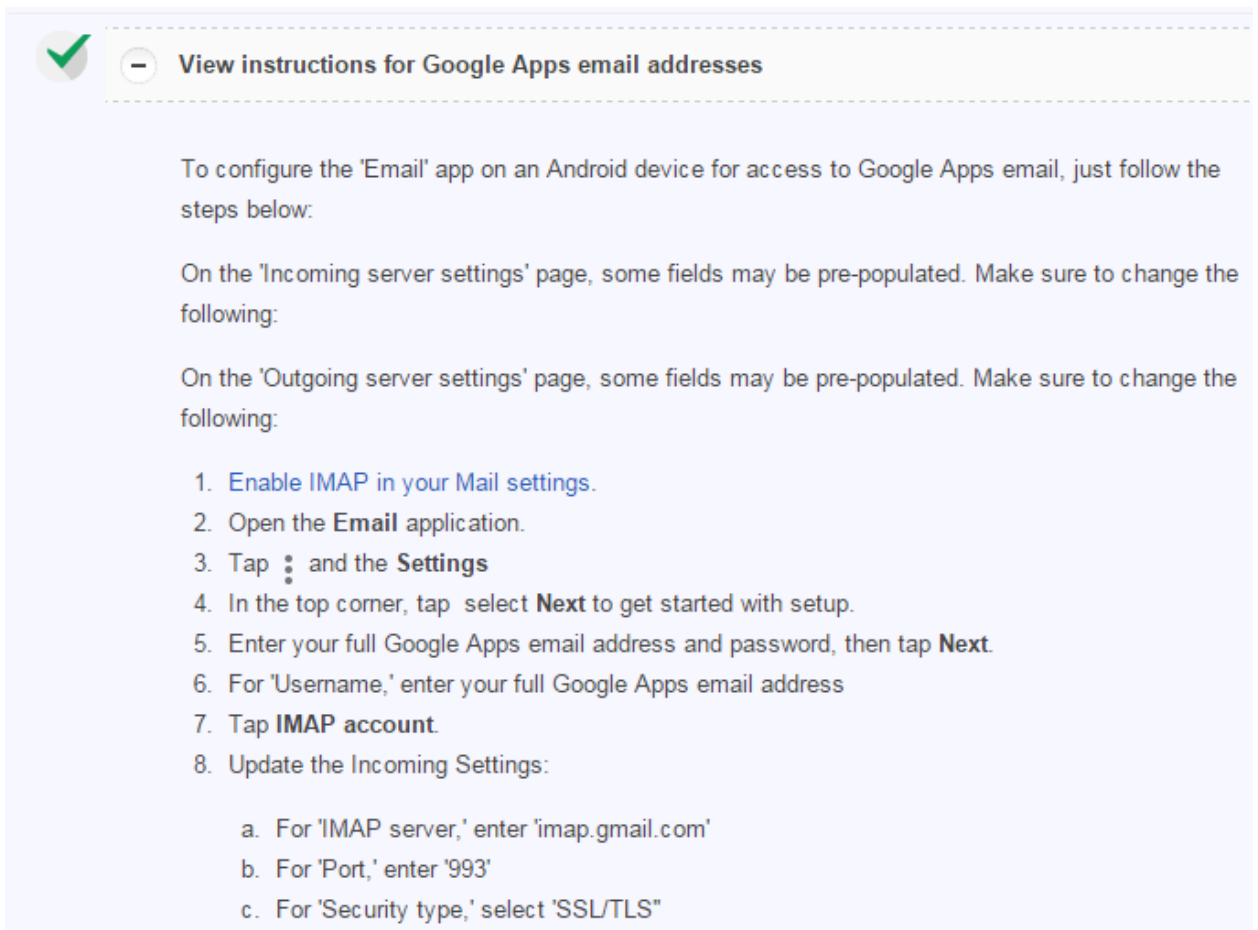
Once you've enabled IMAP in your Gmail settings, you need to configure your client. Select a client below to see specific configuration instructions.

- Android
- BlackBerry
- iPhone, iPad, or iPod touch
- Outlook / Windows Mail
- Apple Mail
- Thunderbird
- Other

5. Since the student email account is a Google Apps email address, you will need to view the specific instructions for that account type by clicking on the plus sign.



6. Each device has its own instructions, so your screen will vary from the screen shot below depending on your device type. Follow the onscreen directions and your account should start forwarding email to your mobile device.



If you have any questions or issues with your student email account contact the Registrar's Office immediately.