
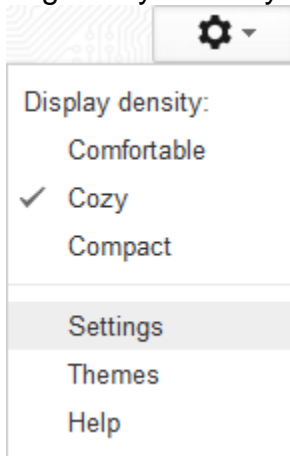




## Before setting up Gmail on your iPhone:

Verify that the IMAP option is enabled in your Marywood email account.

1. Log in to your Marywood email account, click the  icon then click **Settings**.



2. In **Settings** select **Forwarding and POP/IMAP** from the tabs at the top of the page.  
[General](#) [Labels](#) [Inbox](#) [Accounts](#) [Filters](#) [Forwarding and POP/IMAP](#) [Chat](#) [Labs](#) [Offline](#) [Themes](#)
3. Under the **IMAP Access** section of the **Forwarding and POP/IMAP** tab make sure **Enable IMAP** is selected. If not, select it. Next, choose any of the IMAP options then click **Save Changes**.

 A screenshot of the 'IMAP Access' settings page. On the left, it says 'IMAP Access: (access Marywood University Gmail Mail from other clients using IMAP) Learn more'. The main content area shows:
 

- 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](#)

 At the bottom right, there are two buttons: 'Save Changes' and 'Cancel'.



### Setting up Marywood Email on iPhone

1. Open the **Settings** app.



2. In the **Settings** app select **Mail, Contacts, Calendars**.



# HOW TO . . .

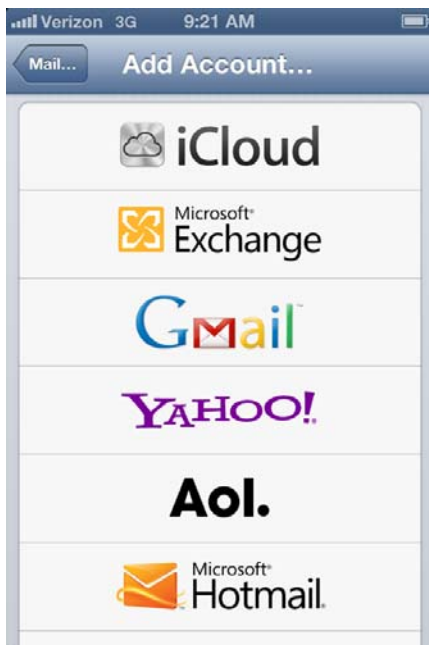


## Set up Marywood Email on iPhone

3. Under **Mail, Contacts, Calendars** select **Add Account...**

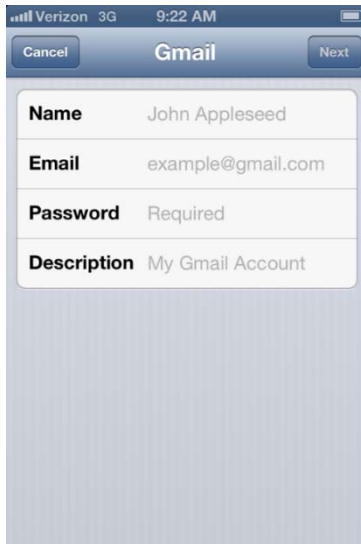


4. Next, select **Gmail**.





5. On the next screen fill in your **Name** as it appears on outgoing emails, your **Email** (using the format **yourID@m.marywood.edu**), your email **Password**, and a **Description** of your account then click **Next** and your email account information will be validated.



6. Once the app validates your settings you will be given the option to choose which items get synchronized: Mail, Calendar, and Notes. Select what you want then click **Save**. You can now access your Marywood email through the **Mail** app!

