
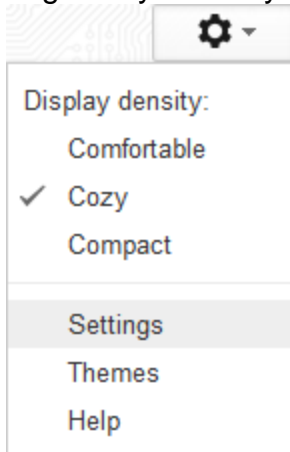




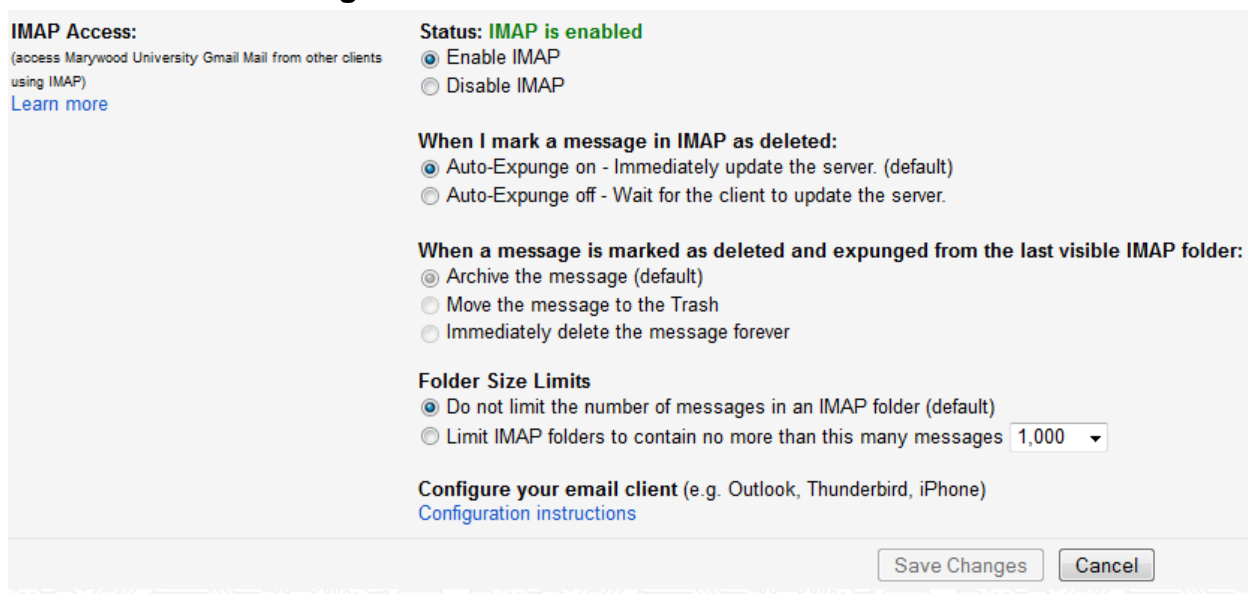
Before setting up Gmail on your Android:

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**.



HOW TO . . .

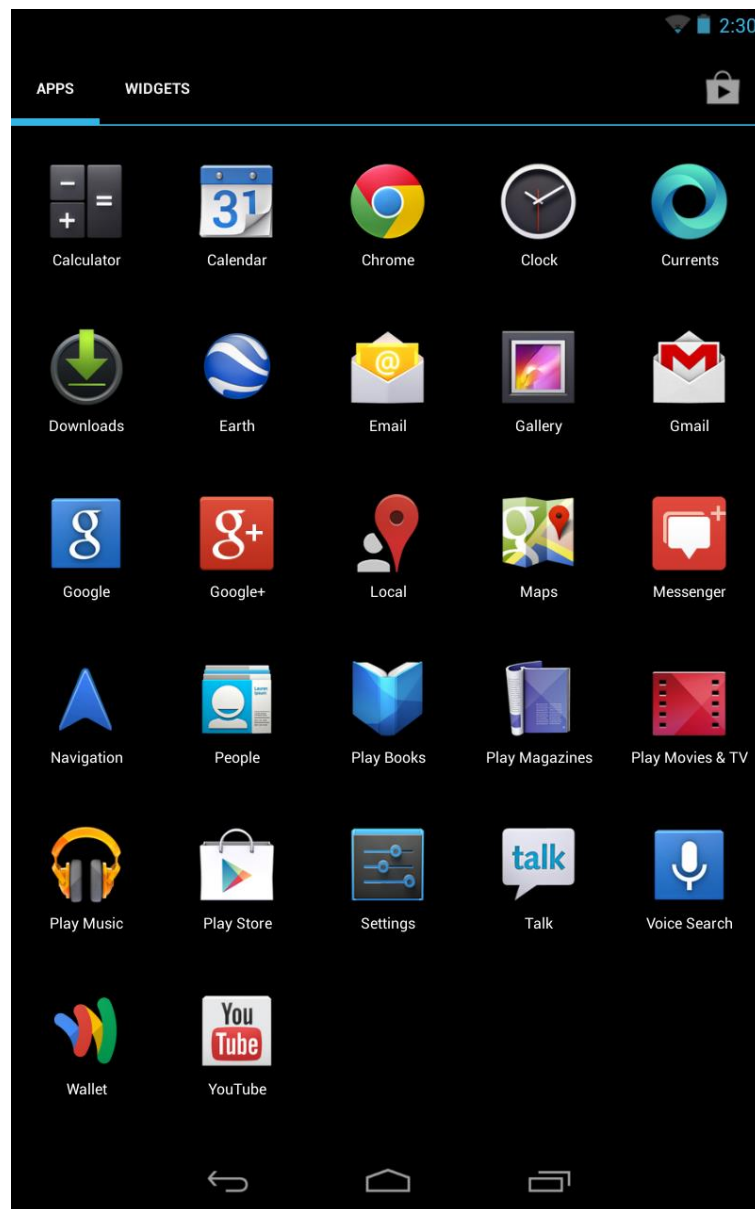


Set up Marywood Email on Android

Setting up Marywood Email on Android Phones & Tablets

Note: The appearance and/or location of options, etc. may vary from device to device on the Android operating system. Consult manufacturer documentation for more information. This documentation was created using a Nexus 7 tablet running the Android 4.2.2 operating system. Some variations may occur.

1. Open the **Apps** menu to display all applications.

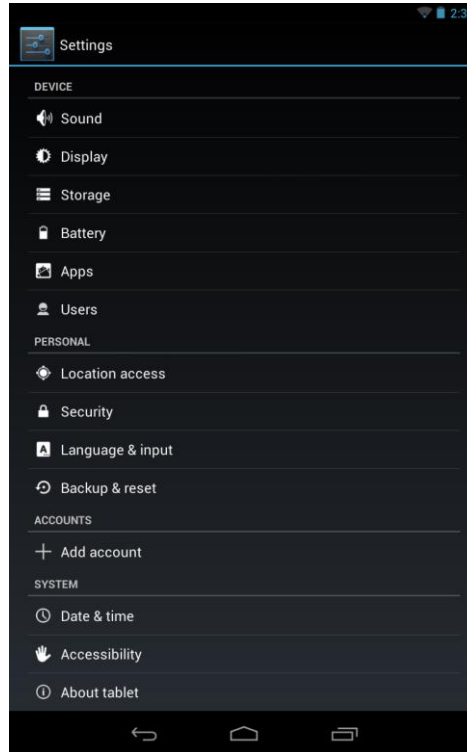


HOW TO . . .

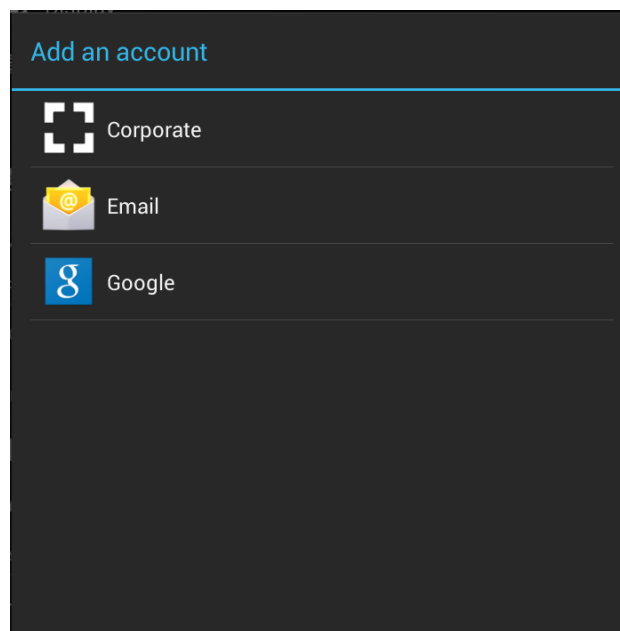


Set up Marywood Email on Android

2. Select **Settings** then select **+ Add Account**.



3. Under **Add an account** select **Google**.

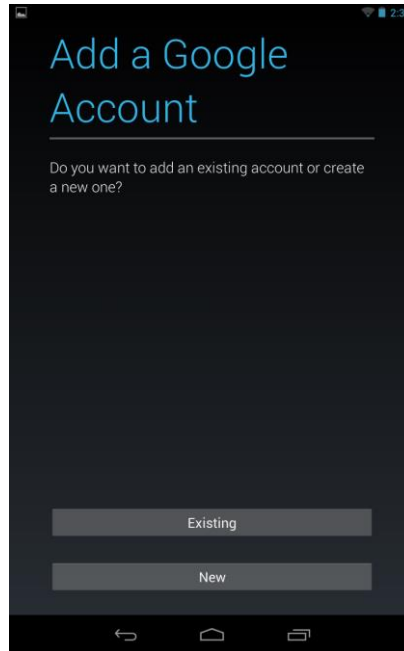


HOW TO . . .

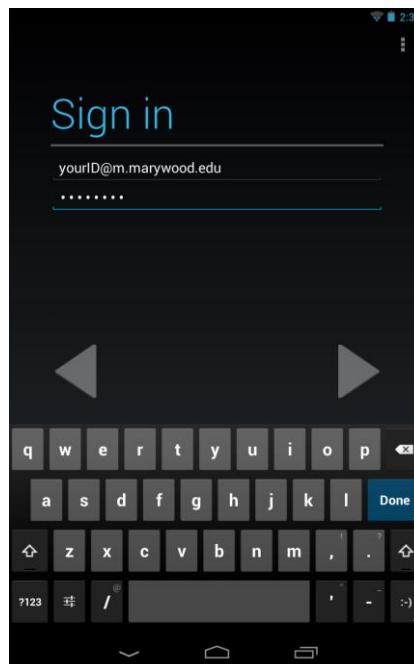


Set up Marywood Email on Android

4. Under **Add a Google Account** select **Existing**.



5. On the following screen, enter your Marywood student email address in the following format: **yourID@m.marywood.edu** and your **current** email password then tap **Done**.

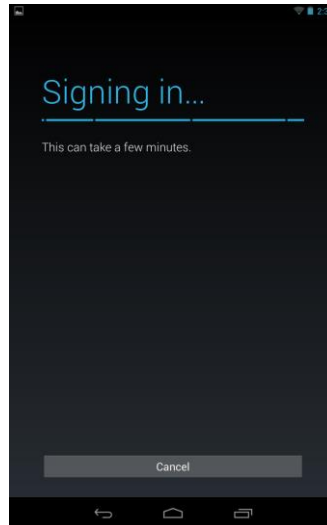


HOW TO . . .



Set up Marywood Email on Android

6. On the next screen, decide if Google Play is allowed to send news and special offers via email and click **OK**. Android will then begin signing into the account and if the username and/or password is incorrect it will prompt so.



7. The next screen will prompt to keep the device backed up with the added Google Account. Select or deselect the checkbox (selected by default) and tap ► to move to complete the process. It may take a few minutes to sync all the account information to the device. The status can be checked from the accounts screen under **Settings**.

