

# Setting Up Staff Email Account (DIT Staff)

We suggest setting up your portable devices to use IMAP to connect to Gmail.  
By default, all DIT accounts on Google have IMAP access enabled.

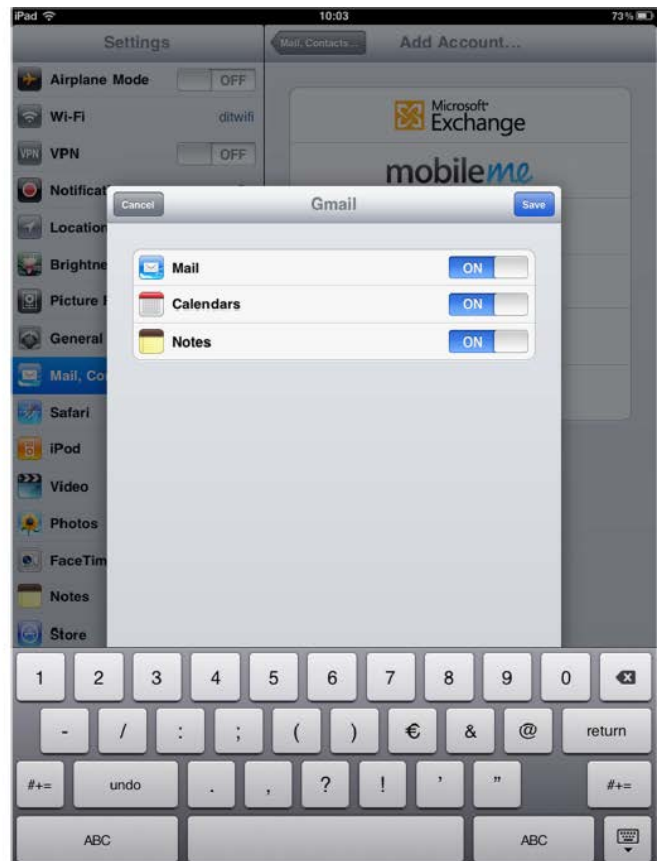
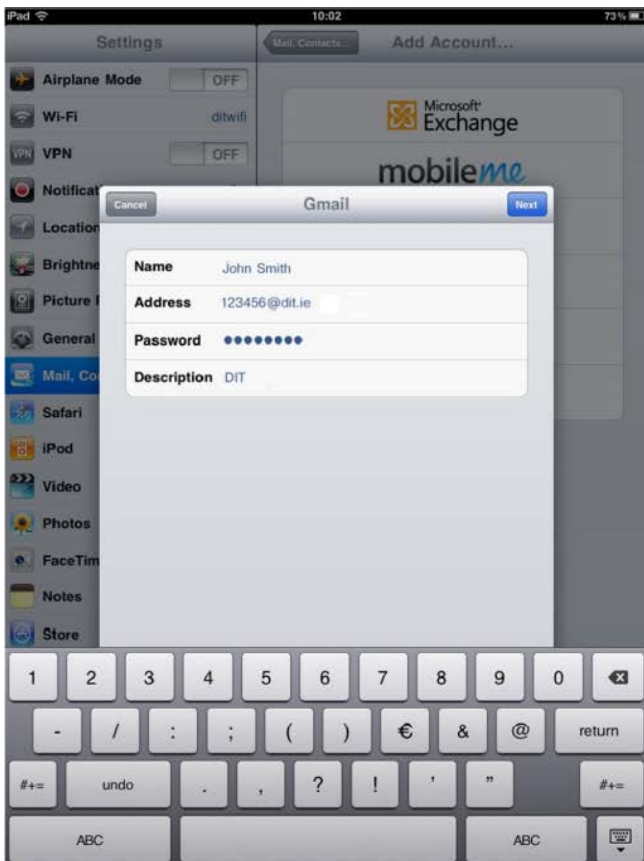


To ensure Google's services have your latest password, we recommend changing your password via [www.mypassword.dit.ie](http://www.mypassword.dit.ie) before setting up your mobile device.

- 1) Click on the **Settings Icon** to open the Settings window. Click on **Mail, Contacts, Calendars** on the left,
- 2) Click on **Add Account...** then Tap **Gmail**:



- 3) Input **Name**, **Email Address**, **Email Password** and a **Description**:  
Your Email Address is in the format **staffnumber@mydit.ie** (E.g. [123456@dit.ie](mailto:123456@dit.ie)).



- 4) Click **Next** and then click **Save** to complete the process.