

Setting Up Staff Gmail Access on Windows Mobile Devices



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 before setting up your mobile device.

- 1) Within the **Settings Menu**, select **email+accounts**, add an account, select **Google**.
- 2) Enter the email address in the format staffnumber@dit.ie (eg: 123456@dit.ie) and your password.
- 3) Try connect. **This Will Fail** the first time before allowing you to access Advanced Settings.
- 4) Select Advanced Settings and choose enter the following information:

Incoming Email Server	: imap.google.com
Account Type	: IMAP4
Username	: staffnumber@dit.ie
Password	: ***** (8 digit password)
Outgoing (SMTP) Email Server	: smtp.gmail.com
- 5) Sign In

The image shows a sequence of five screenshots from a Windows Mobile device, illustrating the steps to set up a Gmail account. The screenshots are arranged in a descending staircase pattern from top-left to bottom-right.

- Screenshot 1:** Shows the 'SETTINGS' menu. The 'email+accounts' option is circled in red.
- Screenshot 2:** Shows the 'add an account' screen. The plus icon in the top left corner is circled in red.
- Screenshot 3:** Shows the 'ADD AN ACCOUNT' screen. The 'Google' option is circled in red.
- Screenshot 4:** Shows the 'GOOGLE' setup screen. The 'Email Address' field contains '123456@dit.ie' and the 'Password' field contains '*****'. The 'advanced' button is circled in red.
- Screenshot 5:** Shows the 'INTERNET EMAIL ACCOUNT' screen. The 'sign in' button at the bottom is circled in red.