Hartford Seminary

Student E-mail Setup Instructions

12/16/2014

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/

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One	account. All of Google	2
	Sign in with your Google Account	
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	Stay signed in Need help?	
-	For your convenience, keep this checked. On shared devices, additional precautions are recommended. Learn more	
	One Google Account for everything Google	

- 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.

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Google has made its services available to organizations using Google Apps. In addition to the core suite of messaging and collaboration applications, you may access many Google services ("Additional Services") using your firstname.lastname@student.hartsem.edu account. Your student.hartsem.edu administrator determines which Additional Services you may access using your account. For tips about using your new account, visit the Google Help Center.		
Please be aware that when you use Google services, your domain administrator will have access to your firstname.lastname@student.hartsem.edu account information, including your email. You can learn more here, o by consulting your domain administrator's privacy policy, if one exists. You can choose to maintain a separate account for your personal use of any Google services, including email. If you have multiple Google accounts, the username that appears at the upper right corner of most Google services will help you ensure that you're using the intended account.		ш
The Additional Services are provided by Google to you under these terms of service and privacy policy. Certain Additional Services may also have service-specific terms. If your domain administrator enables any of the Additional Services, Google will treat your use of any of the Additional Services as acceptance of the applicable service-specific terms.		
Click "Accept" below to indicate that you understand the changes to your account and agree to the Google Terms of Service and the Google Privacy Policy for your use of Additional Services.		
Laccept. Continue to my account.		Ŧ

 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.

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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.

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started. <u>Learn more</u>						
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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*.



 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.



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

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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.

Setting	6								
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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*.

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Looks like you don't have anyone to chat			

 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 1,000 ▼ Configure your email client (e.g. Outlook, Thunderbird, iPhone) Configuration instructions
	Save Changes Cancel

3. 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?
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	ect an option below for instructions on how to enable POP or IMAP I want to enable IMAP
0	I want to enable POP

4. 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. O Android BlackBerry iPhone, iPad, or iPod touch Outlook / Windows Mail

- O Apple Mail
- O Thunderbird
- O 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.

- View instructions for Google Apps email addresses
To configure the 'Email' app on an Android device for access to Google Apps email, just follow the steps below:
On the 'Incoming server settings' page, some fields may be pre-populated. Make sure to change the following:
On the 'Outgoing server settings' page, some fields may be pre-populated. Make sure to change the following:
 Enable IMAP in your Mail settings. Open the Email application. Tap : and the Settings In the top corner, tap select Next to get started with setup. Enter your full Google Apps email address and password, then tap Next. For 'Username,' enter your full Google Apps email address Tap IMAP account. Update the Incoming Settings:
 a. For 'IMAP server,' enter 'imap.gmail.com' b. For 'Port,' enter '993' c. For 'Security type,' select 'SSL/TLS"

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