

## Touch - IMAP Email Setup

### What's the difference between IMAP and POP?

Unlike POP, IMAP offers two-way communication between your web Gmail and your email client(s). This means when you log in to Gmail using a web browser, actions you perform on email clients and mobile devices (ex: putting mail in a 'work' folder) will instantly and automatically appear in Gmail (ex: it will already have a 'work' label on that email).

In addition, IMAP provides a better method to access your mail from multiple devices. If you check your email at work, on your mobile phone, and again at home, IMAP ensures that new mail is accessible from any device at any given time.

Finally, IMAP offers a more stable experience overall. Whereas POP is prone to losing messages or downloading the same messages multiple times, IMAP avoids this through its two-way syncing capabilities between your mail clients and your web Gmail.

- 1) [Enable IMAP](#) in your Gmail settings. (Methods should apply for all 3<sup>rd</sup> party email providers)
  - a) Sign in to Gmail.
  - b) Click **Settings** at the top of any Gmail page.
  - c) Click **Forwarding and POP/IMAP**.
  - d) Select **Enable IMAP**.
  
- 2) Open the Start menu and select **Programs > Messaging > New E-mail Account**.
- 3) Enter your Gmail username (including '@gmail.com') in the **E-mail Address** field.
- 4) Uncheck the box to get settings automatically from the Internet and select **Next**.
- 5) Select **Internet e-mail** as your email provider in the drop-down menu.
- 6) Enter your name as you want it to appear in sent emails.
- 7) Enter a descriptive name for the email account and select **Next**.
- 8) Enter 'imap.gmail.com' in the **Incoming Mail Server** field.
- 9) Select **IMAP4** as the Account type from the drop-down menu and select **Next**.
- 10) Enter your Gmail username (including '@gmail.com') and password.
- 11) Select **Next**.
- 12) Enter 'smtp.gmail.com' in the **Outgoing (SMTP) Mail Server** field.
- 13) Make sure that the **Outgoing server requires authentication** box is checked.
- 14) Select the **Advanced Server Settings** link.
- 15) Make sure that the **Require SSL** box is checked for both incoming and outgoing emails.
- 16) Select **The Internet** as the network connection from the drop-down menu.
- 17) Select **Done** and then **Next**.
- 18) Select how often you want your phone to send/receive emails from the drop-down menu.
- 19) For more download options, select the **Review all download settings** link.
- 20) Select **Finish**.