



Configuring your email client

After enabling IMAP (recommended) or POP in Gmail, unless you are to use a mobile device, you will need to configure your email client. Gmail has help pages for the mail clients and mobile devices listed below:

Android iPhone Outlook Thunderbird
 BlackBerry iPad Apple Mail iPod touch

The help pages can be accessed by clicking on **Configuration instructions** on the **Forwarding and POP/IMAP** tab of the **Settings** options in Gmail.

IMAP Access:
Access University of Bedfordshire 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 Bin
 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](#)

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Configure your email client

Click here to access help pages for the following mail clients and mobile devices:

Android, BlackBerry, iPhone, iPad, iPod touch, Outlook/Windows Mail, Apple Mail and Thunderbird

What you need to know before you configure your email client

Your Gmail Email address

john.jones@study.beds.ac.uk

Your Gmail Password

Name of Gmail Incoming mail server

imap.gmail.com

Name of Gmail Outgoing Server

smtp.gmail.com

To configure your mail client you usually need to go into the **Options** or **Tools** menu. Most mail clients have a wizard to make the process easier.

Mobile devices

The Gmail App requires no configuration; you just need your Gmail email address and password.