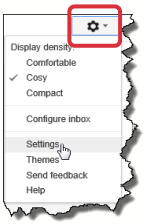
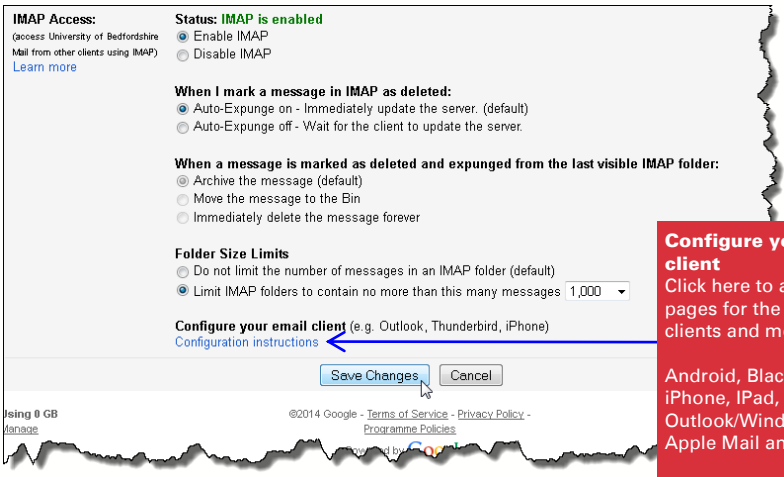
Downloading Gmail Messages

Your Gmail messages can be downloaded from the Gmail server onto your computer or mobile device. To do this, you need to enable IMAP or POP in Gmail. Then, if using a mail client (i.e. Microsoft Outlook), configure it to download your messages. If you want to receive Gmail messages on your Apple or Android device, we recommend you download the Gmail App. The Gmail App requires no configuration; you just need your Gmail email address and password. **We recommend you use IMAP because it provides a better method to access your Gmail from multiple devices**.

Enabling IMAP in Gmail

1. Click the **Settings** button, located top right of the Gmail page and then click **Settings**.





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

2. Click on the **Forwarding and POP/IMAP** tab.
3. Scroll down to the **IMAP Access:** section. The **Enable IMAP** option should be already selected and the displayed options will be set to the recommended default.
4. Click on the **Save Changes** button (if you have made changes). If you are using a mail client, see help sheet: **Configure your mail client**.