

IPHONE/IPAD: Ramapo Gmail

1. On the home screen, tap mail icon
(If there is email account already setup and you do not have access to adding new account follow instruction A else proceed to step 2.)
 - A. Tap Settings > Mail, Contacts, Calendars
And then tap Add Account...
2. Tap on Other
3. Fill in the fields:
Name: yourname
Address: youremailaddress@ramapo.edu
Password: *****
Description:
4. Tap next
5. Make sure IMAP is selected (the two option at the top is IMAP or POP)
6. Fill in the fields as follow:
INCOMING MAIL SERVER
Host Name: imap.gmail.com
User Name: youremailaddress@ramapo.edu (since the server is gmail, you MUST include '@ramapo.edu')
Password: *****

OUTGOING MAIL SERVER
Host Name: smtp.ramapo.edu
User Name: youremailaddress (You do not need to include '@ramapo.edu')
Password: *****
7. Tap next
8. If the email client is having trouble connecting using SSL, it will prompt you:
"Cannot connect using SSL"
" Do you want to try setting up the account without SSL?"

You can tap on Yes.
9. Once connection is successful, tap on save. (you should be able to access your Ramapo gmail by clicking on the Mail icon on the home screen. If you have another account set up, you might have to tap back and pick the account that you would like to check)