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Accessing SOU Gmail on your Android device

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To configure the Gmail app on an Android device for access to SOU Gmail, just follow these steps:

- 1. Open the **Settings** app on your device
- 2. Tap Accounts & Sync
- 3. Tap Add Account
- 4. Tap Google
- 5. Tap Next and then tap Sign in
- Enter your account information, being sure to use your full SOU Gmail address, including '@sou.edu'
- 7. Tap Sign In
- 8. Select the items you would like to sync, make sure to tap **Sync Gmail** among anything else you would like to synchronize with your SOU Gmail account (contacts, calendar, etc.)
- 9. Tap Finish

And you're done. If your account is not working, please reset your password here: <u>http://account.sou.edu/</u>

If you are still having problems, then make sure that IMAP is enabled in your email account, which is accessible by going to settings within Gmail.

Note: On Android devices, we recommend using the built-in Gmail app due to Gmails unique features that are not available in other Android mail clients (such as Mail or K-9).