Gmail

Brandeis is using Gmail, Google's hosted email service, as its email platform for all faculty, staff, and students.

We recommend that people use Gmail on the web in a browser like Firefox or Chrome. If you would prefer to use a mail client, view our Apple Mail or Thunderbird setup directions.

Getting Started

- Quick overview
- Interactive tutorial
- Video tutorials
- Sending messages
- Adding a signature
- Setting up a vacation message
- Using labels (instead of folders)
- Viewing conversations (threading)
- Set up a custom theme

Desktop Notifications

If you choose to use the Gmail web client, but would still like to receive notifications for incoming messages please use the following software.

- For Mac
- For PC

Spam

If you are having trouble with Google's spam filters, please see Google's support documentation.

On your Phone

Gmail for mobile devices

Related articles

- Gmail
- Google Team Drives
- Google Groups
- What's New in LATTE, January 2018
- Google Takeout

Check your Brandeis email somewhere else

Forward your email

If you need to forward your email to a different provider, e.g. @yahoo.com, follow these forwarding instructions.

How to to check your @brandeis.edu email in your @gmail.com address (and send from @brandeis.edu address. )

- Login to your Brandeis email account (login.brandeis.edu).
- Enable "less secure applications"
- Open your personal Gmail
- Click the gear in the top right

- Select Settings
- Open the Accounts tab
- Click "Add another email address you own" and follow the steps provided
- Once your @brandeis.edu email address is added to your personal account:
  - Open your personal Gmail.
  - Click the gear in the top right.
  - Select Settings
  - Open the Accounts tab
  - In the “Send mail as” section, choose your setting under “When replying to a message.”

If you follow all of these steps, you'll respond to your professors using your Brandeis email address rather than your personal address, and you'll be able to write to listservs without getting an error!