Gmail in Apple Mail, Thunderbird, or Outlook

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 standalone IMAP mail client, follow the instructions below.

Modern standalone IMAP mail clients may not fully support the Brandeis mail system, and the Technology Help Desk cannot guarantee functionality with your Brandeis mail account.

Instructions with Screenshots

![Apple Mail](image1.png) ![Thunderbird](image2.png) ![Outlook](image3.png)

Apple Mail    Thunderbird    Outlook

1 Outlook Express has been discontinued and is no longer supported

Text-based Instructions

If you wish to use an IMAP mail client, you must first enable IMAP support on Gmail. To do so:

1. Sign in to your Brandeis Gmail account at go.brandeis.edu/gmail.
2. Click Settings in the top right.
3. Click Forwarding and POP/IMAP.
4. Under IMAP Access, select Enable IMAP.
5. Click Save Changes.

After IMAP is enabled, change the following settings in your mail client (the username must be your full email address and that your incoming and outgoing mail servers need to change):

- Username: username@brandeis.edu
- Incoming server: imap.gmail.com
  - Use SSL: Yes
  - Port: 993
- Outgoing server: smtp.gmail.com
  - Use authentication: Yes (password)
  - Use STARTTLS / SSL: Yes
  - Port: 465 or 587

Finally, follow these additional steps to set up your local email program.

Remember to use your full email address for your username. You may need to re-enter your password when you first try to send an email. If you have verified your settings, but are still experiencing difficulty connecting your account may be locked. Please complete this form to unlock your account.

You can connect to the Brandeis LDAP directory to look up addresses while composing an email.

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