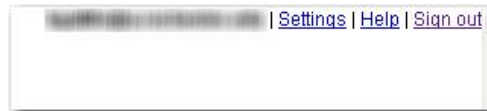


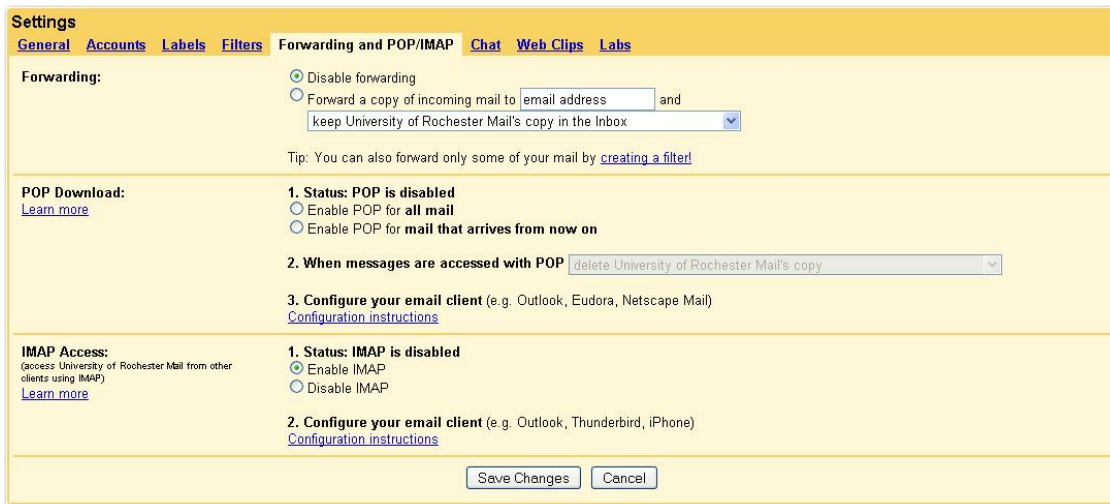
Configure IMAP access on iPhone for URgmail

These instructions will assist University of Rochester students with access to URgmail attempting to configure their iPhone to receive their school email messages via IMAP. If problems arise, please contact the IT Center at (585) 275-2000.

Step 1. Log in to URgmail. Click on the “Settings” link at the top right corner of the page.



Step 2. Click the “Forwarding and POP/IMAP” tab. In the “IMAP Access” section, you must enable IMAP access. When finished, click “Save Changes” and log out of URgmail.

A screenshot of the URgmail 'Settings' page. The 'Forwarding and POP/IMAP' tab is selected. The page is divided into three sections: 'Forwarding', 'POP Download', and 'IMAP Access'. In the 'IMAP Access' section, the 'Status: IMAP is disabled' is selected, and the 'Enable IMAP' radio button is chosen. At the bottom of the page, there are 'Save Changes' and 'Cancel' buttons.

Step 3. Click “Set Gmail POP/IMAP password” on the left sidebar of the login page.

Step 4. Enter your NetID and password on the next screen. Once entered, click “Login”. A screen will pop up saying “This password has been synchronized”; this indicates that your password has been synchronized with Google.

A screenshot of the 'NetID Email Password Sync' login screen. The title is 'NetID Email Password Sync'. Below the title, there is a section titled 'Enter your credentials' with two input fields: 'NetID: YourNetID' and 'Password: *****'. A 'Login' button is located below the password field. At the bottom of the screen, there is a red error message: 'You must enter a valid username and password to log in.'

Step 5. On your iPhone, make sure you are connected to the Internet, and then click “Settings.” From there, choose “Mail, Contacts, Calendars”, then click “Add Account...”.

Step 6. On the list of available accounts, choose “Other”, as opposed to the built-in Gmail function. Enter your name, email address (in the format of ‘YourNetID@u.rochester.edu’), your NetID password, and any description of the account. Click “Save.”

Step 7. On the next screen, input the following information under ‘Incoming Mail Server’:

Host Name: imap.gmail.com

User Name: YourNetID@u.rochester.edu

Password: Your NetID password (should be auto-populated)

Step 8. On the same screen, input the following information under ‘Outgoing Mail Server’, then click “Save”:

Host Name: smtp.gmail.com

User Name: YourNetID@u.rochester.edu

Password: Your NetID password

Step 9. Open your newly set up account (it should be listed as the Description you entered in Step 6). Scroll down until you see the SMTP option. Open it, and then open your primary server (which should just be ‘smtp.gmail.com’). Turn SSL on and make sure that ‘Authentication’ is ‘Password’ and ‘Server Port’ is 587.

Step 10. Navigate back to your account. Directly under the SMTP option you opened, choose “Advanced.” Under the ‘Incoming Settings’ option, make sure that SSL is turned on, ‘Authentication’ is ‘Password’, and ‘Server Port’ is 993.

Step 11. Head back to your home screen. Open Mail, navigate through to your account, and start using URgmail on your iPhone.

This concludes the IMAP on iPhone setup process. If after using this tutorial you are still unable to download URgmail messages in Mail, please contact the IT Center at (585) 275-2000.