Student Email on Gmail for Android

You will need: an Android device, the latest version of the Gmail app, and your student login info.

1: Open the Gmail app

NOTE: Make sure you have the newest version of the Gmail Android app. Check for updates in the Google Play app.

Open the settings menu from the red bar at the top of your inbox.

Tap the arrow so it points up

Select Personal (IMAP/POP)

Add account

Google or Google Apps

Personal (IMAP/POP)

Yahoo, Outlook.com, AOL Mail, etc.

Click OK

2: Type in your student email (your StarID@metrostate.edu) and hit NEXT

Account setup

Email account

You can set up your account in just a few steps.

ab1234cd@metrostate.edu

Then select Personal (IMAP/POP)

Then enter your StarID Password

Sign in

Password

Click OK

Click NEXT

3: Incoming server settings: when you see the screen in the picture below, delete any existing information and replace it with the information in this picture:

SERVER
outlook.office365.com

PORT
993

SECURITY TYPE
SSL/TLS

Check the SERVER, the PORT, and the SECURITY TYPE to make sure they match this picture before continuing.

NOTE: Double check that you are selecting the "SSL/TLS" option, NOT “SSL/TLS (Accept all certificates)"

Click NEXT

Turn to next page→
4: Outgoing server settings: when you see the screen in the picture below, delete any existing information and replace it with the information in this picture:

- SMTP SERVER: smtp.office365.com
- PORT: 587
- SECURITY TYPE: STARTTLS
- Require signin

Check the SMTP SERVER, the PORT, and the SECURITY TYPE to make sure they match this picture before continuing.

NOTE: Double check that you are selecting the “STARTTLS” option, NOT “STARTTLS (accept all certificates)”

5: Choose your preferred settings, such as how often you want your email to sync and how to handle attachments.

- Sync frequency:
  - Every hour

- Notify me when email arrives

- Sync email from this account

- Automatically download attachments when connected to Wi-Fi

Choose your account name and the name you want displayed when you send emails.

6: You’re done!

To switch between your accounts, open the sidebar by tapping the settings menu icon from Step 1 (or by swiping in from the left edge of your device), tap the arrow again, and pick from the list of accounts that appear below it.

NOTE: This guide was created using an Android phone. The order and appearance of these steps may be different on an Android tablet, but all the information should be the same.