



## Setting up Your Student Email on Your Personal Mobile Device

You can stay connected to your MECC student email by setting up your account to view on any mobile device. In order to receive student email to your Android, iPhone or other device, follow the following steps. Please keep in mind each device is slightly different. This document is not necessarily step by step instructions. This document is meant to be a guide only.

1. Open up your device's email settings.
2. Choose Gmail account – if that option is not available, choose add another account.
3. In account settings, look for: IMAP **server** address: **imap.gmail.com**
4. IMAP **user name**: Your full **Gmail address** (e.g. meccuser0012@email.vccs.edu). **Notice**: Even though your VCCS/MECC student name will appear as meccuser@email.vccs.edu, it is a Gmail account. When your device asks for your Gmail username, please be sure to enter it as meccuser@email.vccs.edu, not meccuser0012@gmail.com.
5. IMAP **password**: Your **Gmail password**
6. IMAP **port**: **993**
7. IMAP **TLS/SSL** required: **yes**

IMAP is an email protocol that will let you check your email. Always choose IMAP over Pop. Pop is an older email protocol that will send your email unencrypted.

In order to send email, you will need to setup a protocol called SMTP. To setup SMTP, edit the account you created in the previous steps. Then perform these additional steps:

1. SMTP **server** address (or server name): **smtp.gmail.com**
2. SMTP **user name**: Your full **Gmail address** (e.g. meccuser@email.vccs.edu) – notice, for your MECC student email, this will not be meccuser0012@gmail.com or simply meccuser0012.
3. SMTP **password**: Your **Gmail password**
4. SMTP **port (SSL)**: **465**
5. SMTP **TLS/SSL** required: **yes**

For additional assistance, contact the MECC helpdesk at [helpdesk@mecc.edu](mailto:helpdesk@mecc.edu).