


Configuring Student (VCCS) Email Accounts on a Mobile Device

Student email accounts that are provided through VCCS are Gmail accounts.

To configure a VCCS email account, ending in @email.vccs.edu, on a mobile device, follow the instructions below.

1. Ensure that the student VCCS email account has both POP and IMAP enabled.
 - a. Have the student to login to **MyReynolds** by going to <https://jsr.my.vccs.edu> and enter their username and password.
 - b. Once they have logged in, have them to click the **Gmail** icon.



- c. In Gmail, click on the gear icon  in the top-right portion of the window and then select **Settings**.
- d. Within the Gmail Settings, click on **Forwarding and POP/IMAP**.
- e. Under the *POP Download*: section, make sure that the radio button is selected for **Enable POP for all mail (even mail that's already been downloaded)** option.

POP Download: Learn more	1. Status: POP is enabled for all mail that has arrived since 4/15/10 <input checked="" type="radio"/> Enable POP for all mail (even mail that's already been downloaded) <input type="radio"/> Enable POP for mail that arrives from now on <input type="radio"/> Disable POP
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- f. Under the *IMAP Access:* section, make sure that the radio button is selected for **Enable IMAP**.



IMAP Access:
(access Virginia's Community Colleges Mail from other clients using IMAP)
[Learn more](#)

Status: IMAP is enabled

Enable IMAP

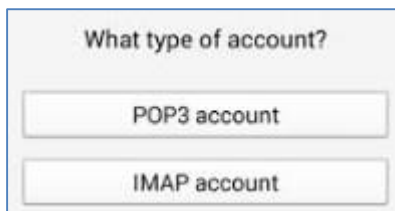
Disable IMAP

- g. Click the **Save Changes** button if necessary.

2. On the mobile device, the student will open the appropriate mail app where they will connect to their student VCCS email account.
3. The app will ask for an email address and a password. The student will type in their **full VCCS email address**, including @email.vccs.edu, and their **current password**.

★ **Tip:** There may be an option to show the password. The student should select the option to verify that the password was typed correctly.

4. The app may have an option to manually set up the account; the student should click on it to provide some additional information.
5. The student will need to choose what type of account they want to configure. There are two options that can be chosen: POP3 or IMAP.



What type of account?

POP3 account

IMAP account

★ **Tip:** POP3 stands for Post Office Protocol version 3 and is used to download local copies of messages from the email server. IMAP stands for Internet Message Access Protocol and is used to manage messages directly on the email server.

6. If the student chose POP3, they will need to enter the correct POP3 server address in order to retrieve their messages from their email account. As student email accounts are Gmail accounts, the POP3 server address they will enter is pop.gmail.com. SSL (Secure Socket Layer) or TLS (Transport Layer Security) must be enabled; the port number should change to **995**.

If the student chose IMAP, the IMAP server address they will enter is imap.gmail.com. SSL or TLS must be enabled; the port number should change to **993**.

7. The student will need to configure their SMTP server settings. The SMTP server address they will enter is smtp.gmail.com. SSL or TLS must be enabled; the port number should change to either **465** or **587**. Also, make sure that the **Require sign-in** option is checked.

★ **Tip:** To increase security of email accounts, most mail servers (including the ones that are used by VCCS) require users to authenticate, or sign in with a username and password, before emails can be sent. This is the reason that the *Require sign-in* option should be checked.

8. If the previous settings were properly configured, the student can choose how often they can synch emails downloaded on their phone with what is on the mail server. By default, synching occurs *every 15 minutes*, but can be changed based on user preference.
9. The final options that the student can set are to give their email account a name and to type in a display name that will be displayed on sent messages.

★ **Tip:** It is optional to give a name for the email account, but can help the student recognize which account they are viewing, if they have multiple email accounts configured on their device. The name can be something simple such as *My School Email*.

The name that is displayed on sent messages should be something that is professional (e.g. John Doe) since it is the form of communication that is used to connect to instructors, staff members and other students. Students should refrain from using nicknames, curse words and other objectionable or controversial language to avoid violation of any [student conduct policies](#).