

Configuring your Mobile Device for Villanova Email

1. Log on to <https://webmail.villanova.edu>
2. You should see the screen below: Click on the link that is circled **RED**

VILLANOVA UNIVERSITY ONLINE AUTHENTICATION

About VU | Admission | Academics | Campus Life | Athletics & Recreation | Libraries | Alumni & Friends of VU

Webmail Login

Welcome. You have reached Villanova University's Webmail Login Form. This login is for current VU students and employees. If you have forgotten your UserID or password, you may use the [Self Service Reset Password Form](#).

If you are continuing to have difficulties authenticating into Villanova systems you may contact Technology Support Services at 610-519-7777, walk-in at TechZONE in Vasey Rm. 101 from Monday to Friday at 8:00 am -5:00 pm, or visit us online at the [UNIT Self-Service Help Desk](#).

If you wish to utilize your Villanova Gmail account on a mobile device or MS Outlook 2007 email client, please [click here](#)

Enter User ID and Password

Username:

Password:

Login

[Forget your password?](#) | [Change your password](#)

3. You should now see the screen below which should default to the radio button in front of “Disabled” – **select the radio button next to “Enabled”**, enter your **email password** and select the box to **“Update Mobile/Client Villanova Gmail Setting.”** Once this box has been clicked, the radio button should now be in front of “Enabled” and you will be returned back to that same screen.

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Mobile/Client Villanova Gmail Setting

Villanova Gmail allows you to access your email via a mobile device or MS Outlook 2007 email client. Please complete all the information below.

For more information on Villanova Gmail click [here](#).

Mobile/Client Villanova Gmail Enabled: Disabled:

Enter Your Current Email Password:

Update Mobile/Client Villanova Gmail Setting

- Log back into the following page again - <https://webmail.villanova.edu> – only this time actually enter your **username and password** and **log in**. You should now be redirected to your new “Gmail” mail page.

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Enter User ID and Password

Username:

Password:

[Forget your password?](#) | [Change your password](#)

- In the upper right hand corner of your gmail screen, click on “Settings” (circled below in **RED**)

Calendar Documents Sites Settings Help Sign out

Search Mail Search the Web [Show search options](#) [Create a filter](#)

Your preferences have been saved.

pose Mail

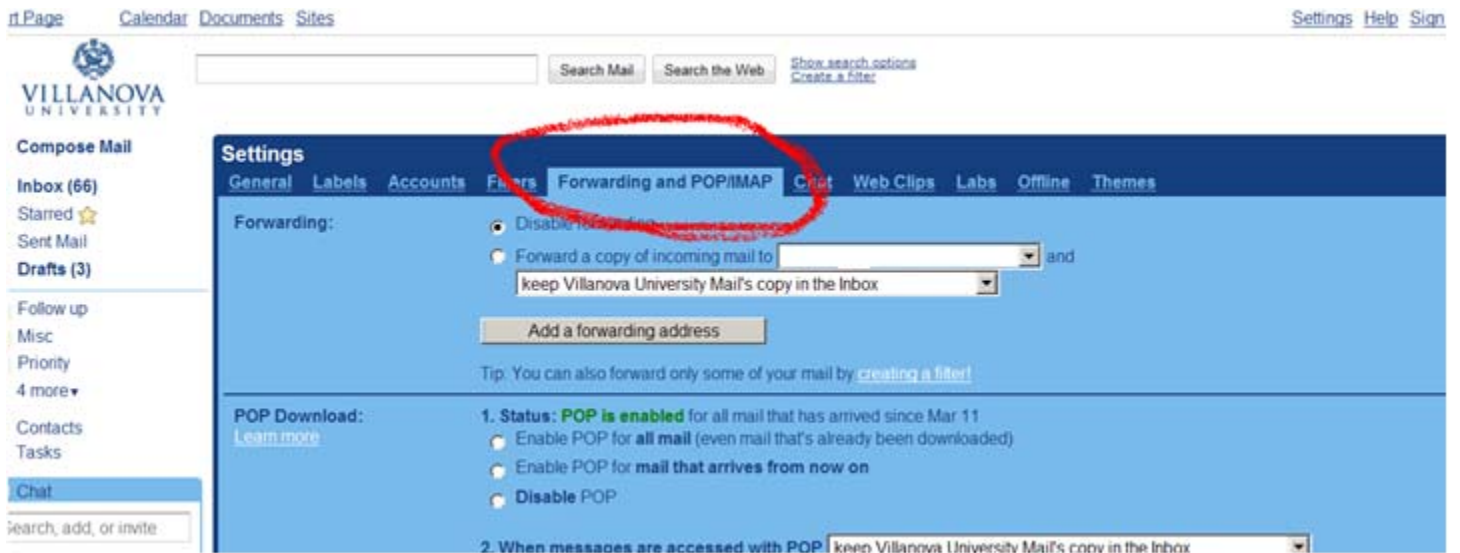
CNN.com Recently Published/Updated - 'Star Wars' creator backs away from lightsaber laser lawsuit - 1 hour ago Web Clip

Archive Report spam Delete Move to Labels More actions 1 - 50 of 259 Older Oldest

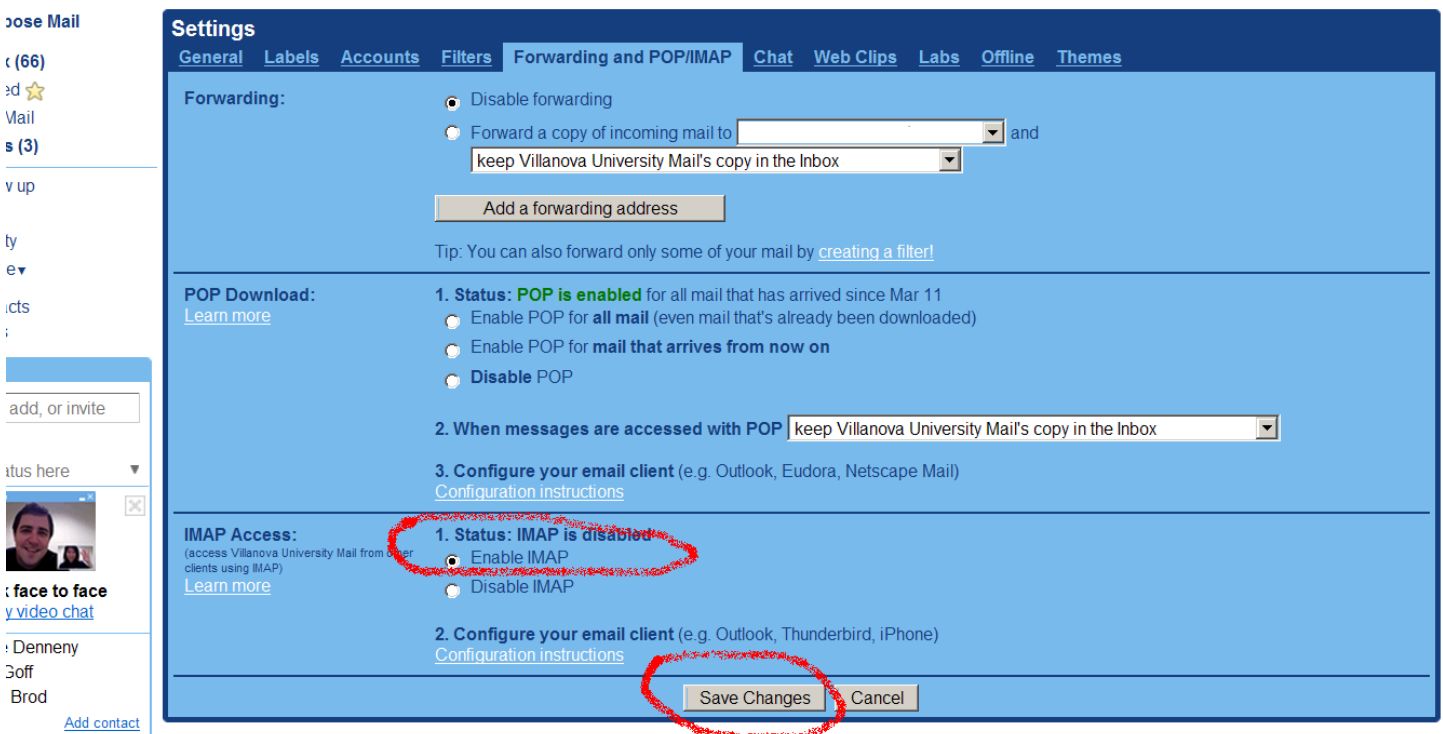
Select: All, None, Read, Unread, Starred, Unstarred

<input type="checkbox"/>	<input type="checkbox"/>	m-			y res	4:13 pm
<input type="checkbox"/>	<input type="checkbox"/>	Si			was	3:56 pm
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<input type="checkbox"/>	<input type="checkbox"/>	V			se -	10:29 am
<input type="checkbox"/>	<input type="checkbox"/>	Si			ifigu	9:58 am
<input type="checkbox"/>	<input type="checkbox"/>	dk			the	Aug 1
<input type="checkbox"/>	<input type="checkbox"/>	Ju			choc	Aug 1
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6. Now click on the tab that says “Forwarding and POP/IMAP”



7. Scroll to the third and final portion of that page where it says **IMAP Access** on the left and be sure that the radio button in front of “Enable IMAP” is selected. Click on the “Save Changes” button.



8. Log out of gmail. You are now ready to **configure your mobile device...**

9. For Blackberries, go to the **mail setup folder**. For iPhones, touch the **Mail** icon, Settings.

10. If you have already configured your email and it is no longer working, I would suggest deleting that account and adding a new one to eliminate any confusion.

11. Click on the button that says “Add” then choose “Other” for the email type.

12. Enter your email address as yourname01@villanova.edu (obviously, enter your own personal email address here...)

13. Select the "Show password" box and enter your password. NOTE: Selecting show password simply allows you to see it when you type it so you're sure you're entering it correctly.
14. Choose "Next"
15. This may or may not work but I am guessing it will not. If this is the case, you should now see a line under the show password box that says "I will enter my own settings." Click on the "Show password" box and again type your password only this time, select the "I will enter my own settings" section
16. When prompted, enter the following information:
 - a. Server name: "imap.gmail.com"
 - b. Username: Enter your FULL username (yourname@villanova.edu)
 - c. Choose Next
17. It may take a minute or so but you should now receive a message telling you your account has been added, then receive an email telling you this and the fact that it will take about 20 minutes for your email to begin arriving or something to that effect.
18. You're done, congratulations !
19. If you have a mobile device other than a Blackberry, as long as you use the basic information provided above, you should be successful.