BEFORE YOU BEGIN! If you use Google for your @umass.edu account, make sure you have enabled IMAP in your @umass.edu google account:

* Source: https://support.google.com/mail/answer/7126229?hl=en#zippy=%2Cstep-check-that-imap-is-turned-on

1. On your computer, log in to your @umass.edu gmail
2. In the top right, click "Settings" ⚙ then "See all settings".
3. Click the "Forwarding and POP/IMAP" tab
4. In the "IMAP access" section, select "Enable IMAP". You can keep the defaults for the other options under this section.
5. Click "Save Changes"

Adding your UMIT (@umass.edu) Email Account into Mac Mail:

1. Open the "Mail" application. Then, from the Menu bar, select "Mail" --> "Add Account..."

2. If your @umass.edu email is a **Google** account, select "Google".
If your @umass.edu email is a **Microsoft Exchange account,** select "Microsoft Exchange"

Then click continue

3. A new window should pop up with a Google/Microsoft login page will appear. Enter your full UMass email address, including the "@umass.edu"

4. This should redirect you to a UMassAmherst Login page. Again, enter your full @umass.edu email address, click Next, and then enter your password. You will be prompted to go through your 2-factor authentication

---

Adding your UMIT (@umass.edu) Email Account into Thunderbird:

1. In Thunderbird, open the account settings:

For Mac, selects "Tools" from the Menu Bar, then "Account Settings" from the dropdown.

For Linux, select "Edit" from the Menu Bar, then "Account Settings" from the dropdown.

For Windows, select "Tools" from the Menu Bar, then "Account Settings" from the dropdown. If you do not see the menu bar, you can hit the "Alt" key on your keyboard to make it visible.

2. Towards the bottom left corner of the account settings, there is a drop-down menu labeled "Account Actions". Click this, then select "Add Mail Account..."

3. Enter your name and @umass.edu email address. You do not need to enter your password. DO NOT click "Continue". Once you've entered this info, the clickable text "Configure manually" should have appeared to the left of the "Cancel" and "Continue" buttons. Click this "Configure Manually" text.

4. For the Manual configuration, enter the following, depending on whether your @umass.edu is Google or Microsoft Exchange/Outlook:

Option 1: Google

Incoming Server: Outgoing Server:

Protocol: IMAP
Server: imap.gmail.com   Server Name: smtp.gmail.com
Port: 993   Port: 465
SSL: SSL/TLS   SSL: SSL/TLS
Authentication: Autodetect   Authentication: [skip for now]
Username: yournetID@umass.edu   Username: yournetID@umass.edu

Option 2: Microsoft Exchange/Outlook

Incoming Server: Outgoing Server:

Protocol: IMAP
Server: outlook.office365.com   Server Name: smtp.office365.com
Port: 993   Port: 587
SSL: SSL/TLS   SSL: STARTTLS
Authentication: Autodetect   Authentication: [skip for now]
Username: yournetID@umass.edu   Username: yournetID@umass.edu

DO NOT CLICK "Done". Instead, click the small text above that, which says "Advanced Config". You'll see a warning message asking if you want to proceed - click "Ok" to do so.

5. On this Advanced Configuration page, find the drop-down for "Authentication method" (below Security Settings) and select "OAuth2".

If you use Google mail, you should also make sure the following settings are set in each tab (the tabs are in the sidebar of the Advanced Configuration page):

   Server settings tab:

   • Check "Check for new messages at startup."
   • Check "Check for new messages every 10 minutes."

- Next to "When I delete a message," select "Move it to this folder" and select **[Gmail] >** Trash.
- UN-check "Clean up ('Expunge') Inbox on Exit."
- UN-check "Empty Trash on Exit."

Copies & Folders tab:

- In the "When sending message, automatically" section, uncheck "Place a copy in."
- In the "Drafts and Templates" section for "Keep message drafts in," select **Other >** yournetID@umass.edu > **[Gmail] >** Drafts.

Junk Settings tab:
- Uncheck "Enable adaptive junk mail controls for this account."

6. Still on the Advanced Configuration page, find "Outgoing Server (SMTP)" at the bottom of the sidebar on the left (you may have to scroll to the bottom) and click on it. Then select the line that says "yournetID@umass.edu" and click "Edit..". Make sure the Authentication method here is also set to "OAuth2", and the username to "yournetID@umass.edu"

7. Close the Account Settings tab (changes are saved automatically) and return to your inbox. You should now see your @umass account listed as an account within the Thunderbird sidebar on the left. The first time you try to access your mail (for example, click the inbox) a pop-up window with the UMassAmherst Login page should appear. Enter your full @umass.edu email address, click Next, and then enter your password.

- You will be prompted to go through 2 factor authentication

- You will then need to Allow access to Mozilla Thunderbird to read/edit your Google/Exchange email (click "Allow")

8. Similarly, you *may* need to go through the OAuth2 authentication again the first time you try to send a message. Attempt to send a message from @umass.edu, and if the same UMass login popup window appears, then go through the same 2 factor and access steps as in step 6.

Adding your UMIT (@umass.edu) Email Account to a Mobile Phone:

If your @umass.edu email is a **Google** account, it is recommended to use the Gmail App to read/send department mail.

If your @umass.edu email is a **Microsoft Exchange account,** it is recommended to use the Microsoft Outlook app to read/send department mail.