

QUICK START GUIDE

TO

EMAIL

Accessing Hope Email (Gmail) via Web Browser

Liverpool Hope University Email is provided by Gmail.

- Browse to Hope's Home page (www.hope.ac.uk) and click on

★ Student/Staff Gateway

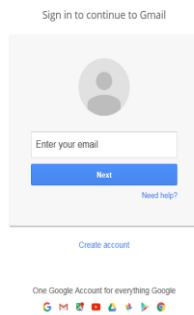
- Click on “Log in to Email”



- A new tab will open in your browser and you will be redirected to <https://mail.google.com>
- Select “Enter your email” and enter your username in the format of StudentID@hope.ac.uk and click “Next”

Google

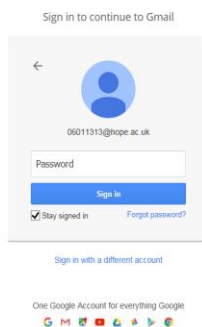
One account. All of Google.



- Enter your Hope University Password and click “Sign In”.



Google

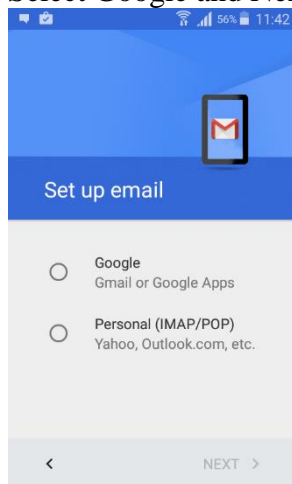
One account. All of Google.



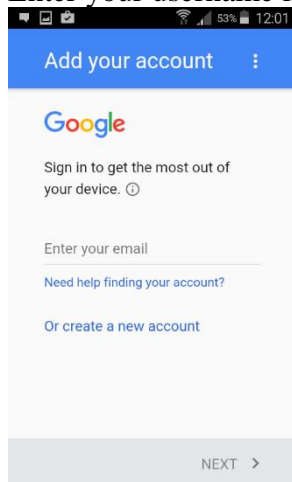
- You are now logged in and the page will redirect to your mailbox.
- The first time you login you will be asked to accept the terms and conditions. Please select “Accept” to continue. You will also be prompted to use a Mobile Phone number for account security, you can either enter your details or select “skip” to continue.

Accessing Hope Email (Gmail) via Smart Phone or Tablet (For IOS and Android)

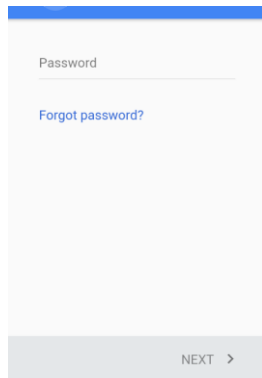
- Download and install the Gmail app from the App Store
- Launch the Gmail App
- Select the Menu Icon 
- Select Add Account  Add account
- Select Google and Next



- Enter your username in the format of StudentID@hope.ac.uk and click “Next”

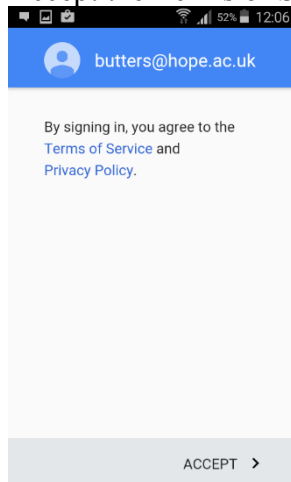


- Enter your Hope University password and click “Next”



Mobile app password screen showing a password input field, a "Forgot password?" link, and a "NEXT >" button.

- Accept the Terms of Service “Accept”



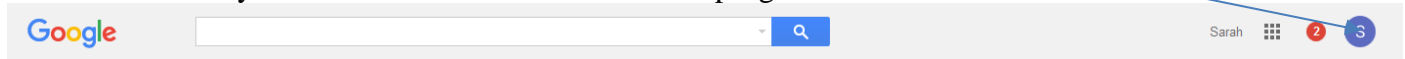
Mobile app terms of service screen showing the email address "butters@hope.ac.uk", a statement "By signing in, you agree to the Terms of Service and Privacy Policy.", and an "ACCEPT >" button.

- The app will now launch into your mailbox

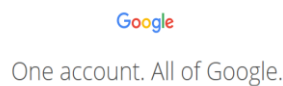
Configuring Multiple Gmail Accounts (web browser)

To add Liverpool Hope Gmail account if you already have a personal gmail account.

- Browse to <https://mail.google.com>
- Select your Gmail Account Icon from the top right hand side of the screen



- Select “Add Account”
- Select “Enter your email” and enter your username in the format of StudentID@hope.ac.uk and click “Next”



- Enter your Hope University Password and click “Sign In”.



- You are now logged in and the page will redirect to your mailbox.