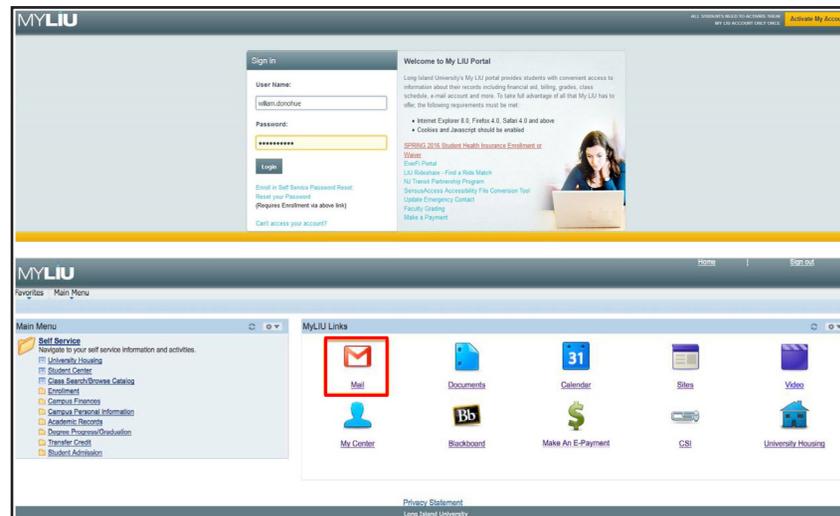# Adding MyLIU Mail - Android

In order to add your MyLIU email to your Android device you must follow the steps below:
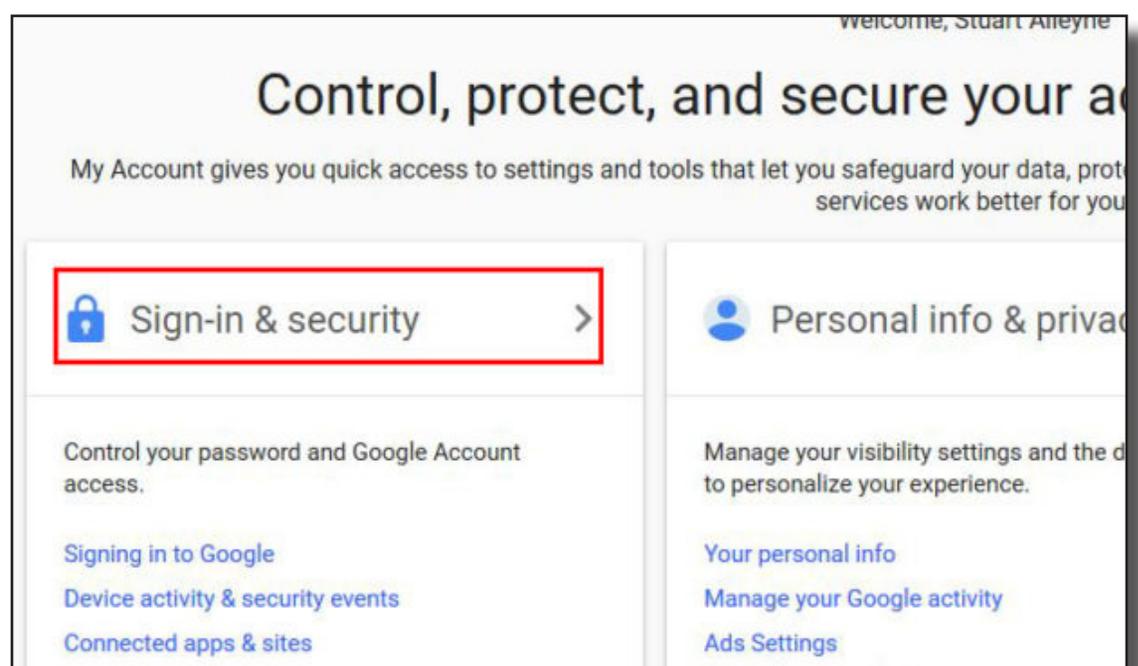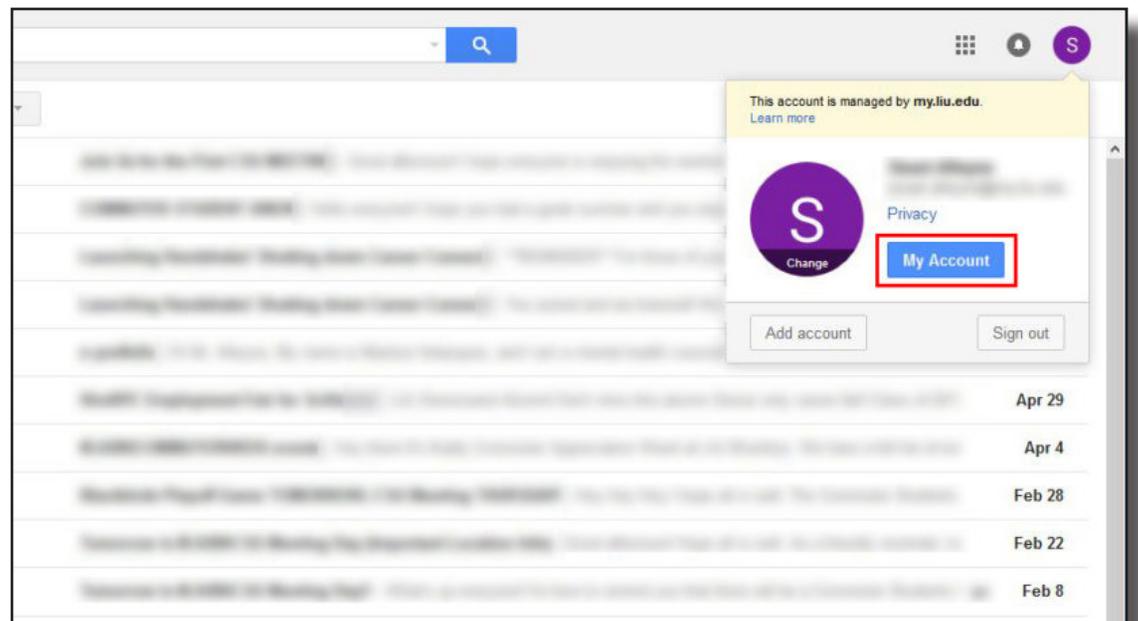
## Step 1 (On Your computer)

Login to **my.liu.edu** and open your mailbox. (This should be done on a trusted computer)

## Step 2

Click on your profile icon in the upper right hand corner, and click on **My Account**. On the next screen, select **Sign in & Security**.

# Step 3

*(if adding your account to a new phone skip to step 5. If this is a first time set up continue below.)*

Click on **2 Step Verification**, then click **Get Started** and enter your phone number.



## Signing in to Google

Control your password and account access, along with backup options if you get locked out of your account.
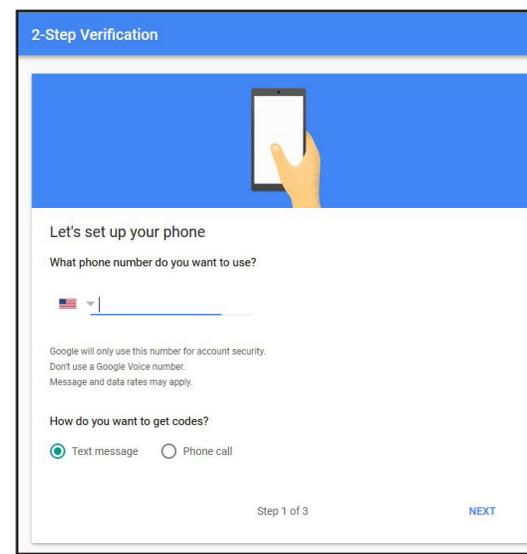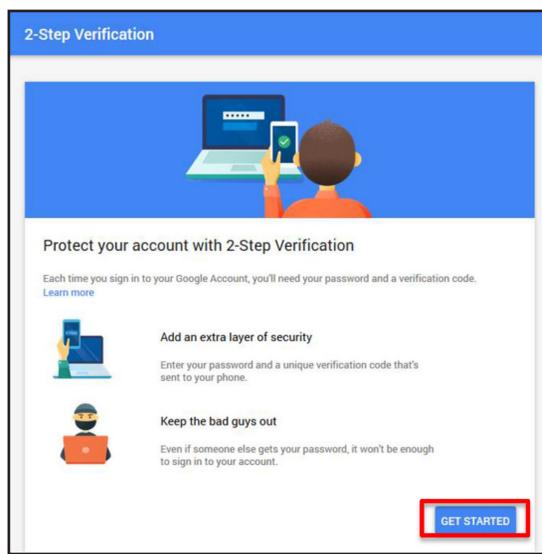
**Make sure you choose a strong password**
A strong password contains a mix of numbers, letters, and symbols. It is hard to guess, does not resemble a real word, and is only used for this account.

### Password & sign-in method

Your password protects your account. You can also add a second layer of protection with 2-Step Verification, which sends a single-use code to your phone for you to enter when you sign in. So even if somebody manages to steal your password, it is not enough to get into your account.
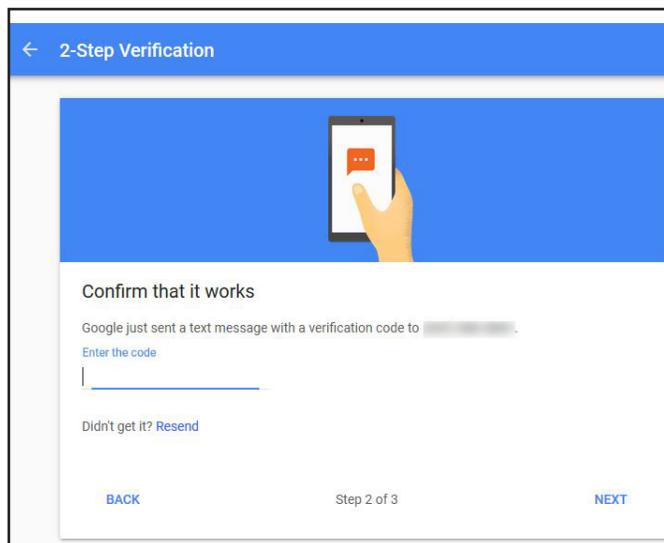
**Note:** To change these settings, you will need to confirm your password.

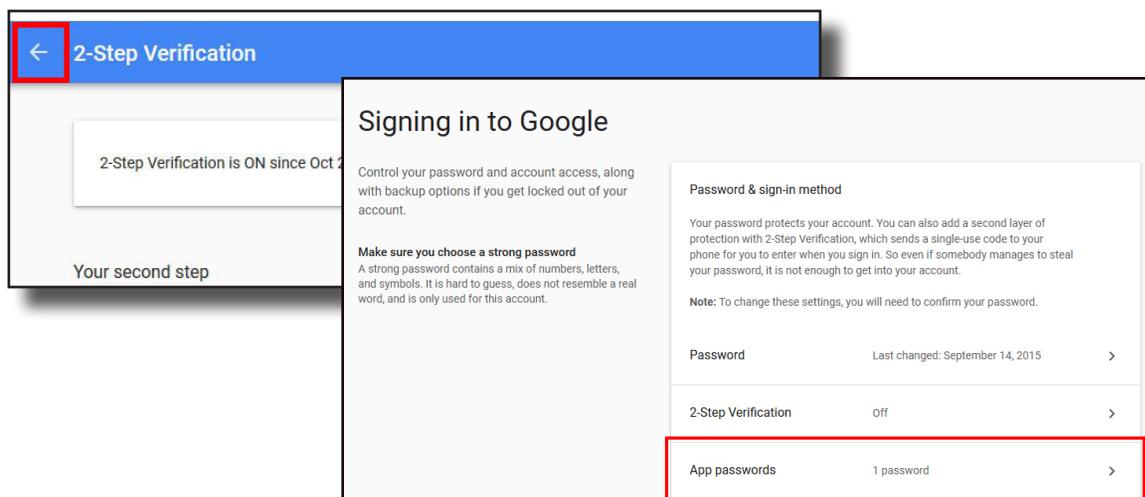| Password | Last changed: September 14, 2015 | > |
| 2-Step Verification | Off | > |
| App passwords | 1 password | > |

### 2-Step Verification

**Protect your account with 2-Step Verification**
Each time you sign in to your Google Account, you'll need your password and a verification code.
Learn more

**Add an extra layer of security**
Enter your password and a unique verification code that's sent to your phone.

**Keep the bad guys out**
Even if someone else gets your password, it won't be enough to sign in to your account.

GET STARTED

**Let's set up your phone**
What phone number do you want to use?

Google will only use this number for account security. Don't use a Google Voice number. Message and data rates may apply.

How do you want to get codes?
○ Text message   ○ Phone call

Step 1 of 3    NEXT

# Step 4

Enter the 6 Digit Code that was sent to your phone. Then click **Next**.

← 2-Step Verification

**Confirm that it works**
Google just sent a text message with a verification code to ▓▓▓▓▓▓.
Enter the code

Didn't get it? Resend

BACK    Step 2 of 3    NEXT

# Step 5

Click on the white back arrow, then click on **App Passwords**.

← 2-Step Verification

2-Step Verification is ON since Oct 2

Your second step

## Signing in to Google

Control your password and account access, along with backup options if you get locked out of your account.

**Make sure you choose a strong password**
A strong password contains a mix of numbers, letters, and symbols. It is hard to guess, does not resemble a real word, and is only used for this account.

### Password & sign-in method

Your password protects your account. You can also add a second layer of protection with 2-Step Verification, which sends a single-use code to your phone for you to enter when you sign in. So even if somebody manages to steal your password, it is not enough to get into your account.

**Note:** To change these settings, you will need to confirm your password.

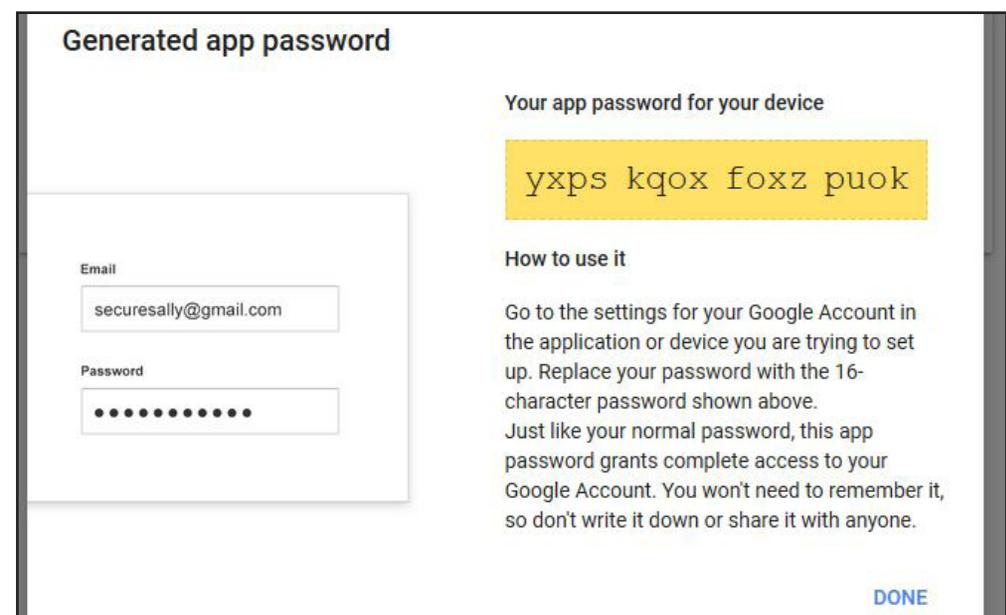| Password | Last changed: September 14, 2015 | > |
| 2-Step Verification | Off | > |
| App passwords | 1 password | > |

# Step 6

From the drop down select **Mail**, then select **Other**. Give this profile a name then click **Generate**.
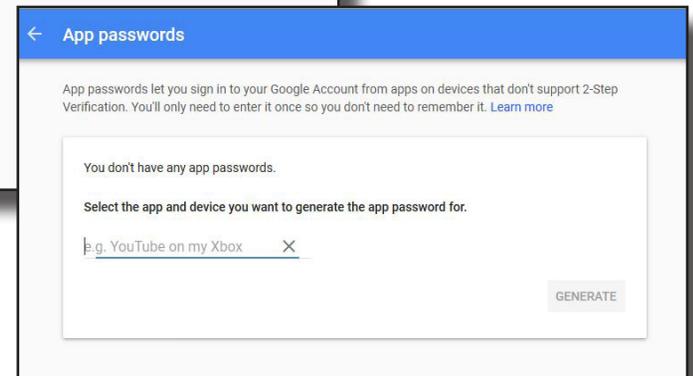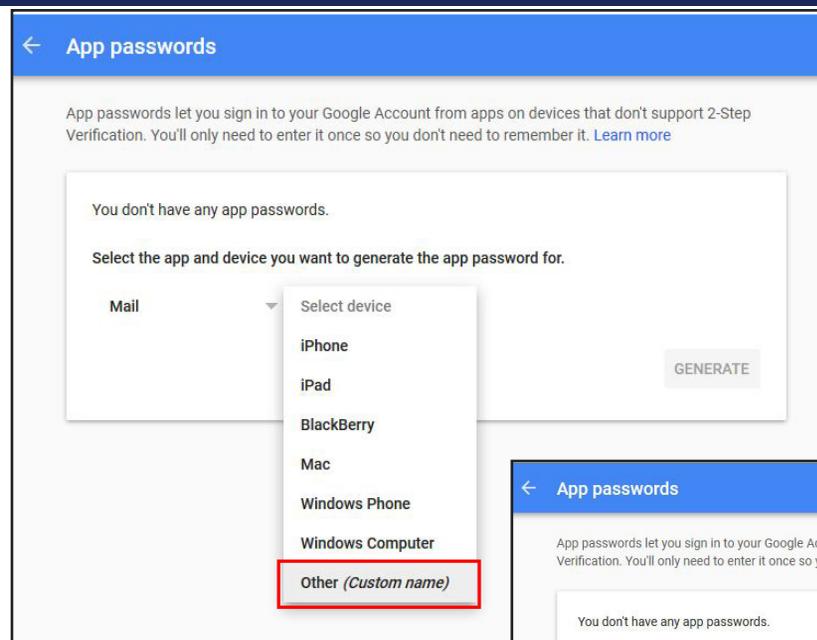


# Step 7

Click **Generate** again, and a random 16-digit password would then be generated.

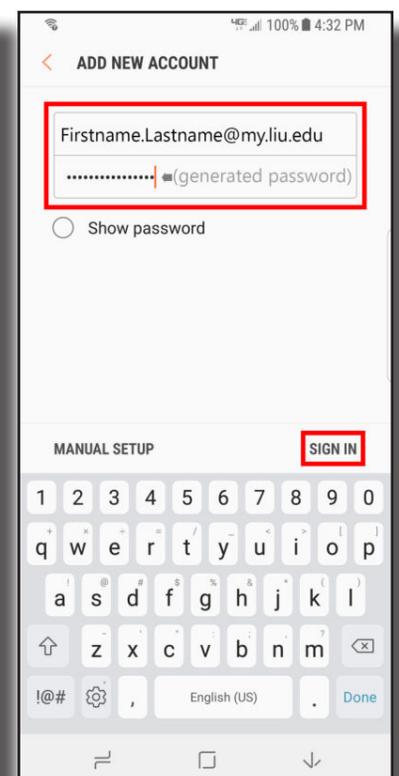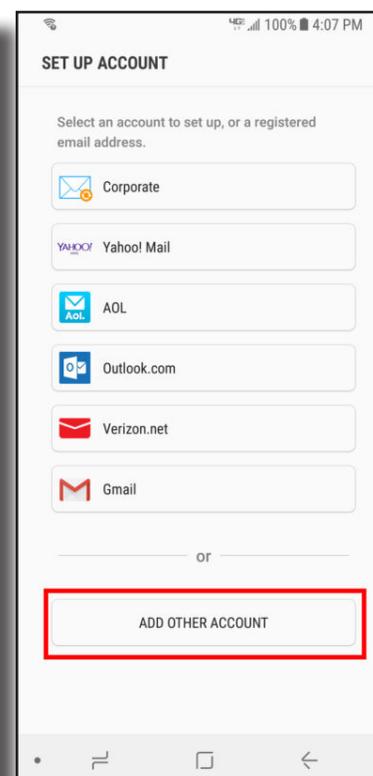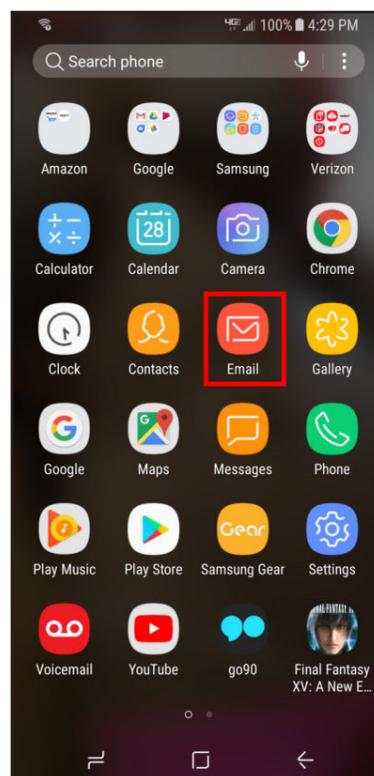*Write this password down, you will need it in the next few steps.*



# Setup on default Mail App

On your phone, go to the default mail application and add a new account.

Select **Other**, then enter your full LIU email address and the 16 digit password from earlier.

You are done.

# Setup on Gmail App

On your Android phone select the Gmail App from your home screen or app launcher. When you are in the Gmail App select add account from the menu. When on the add account page select "Other" from the list of options.
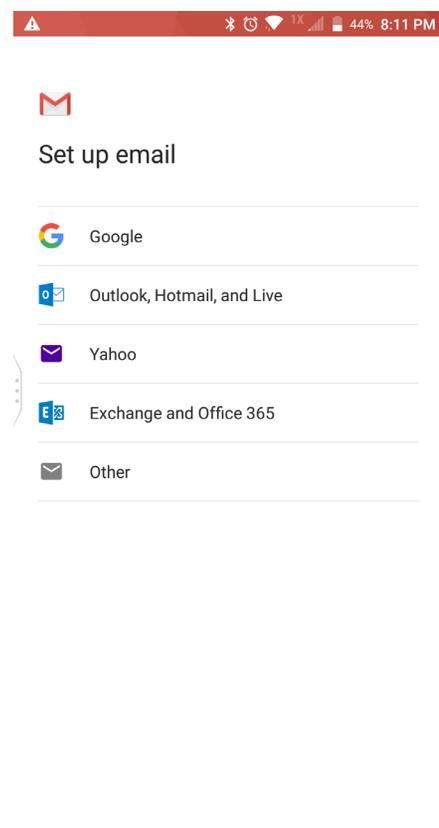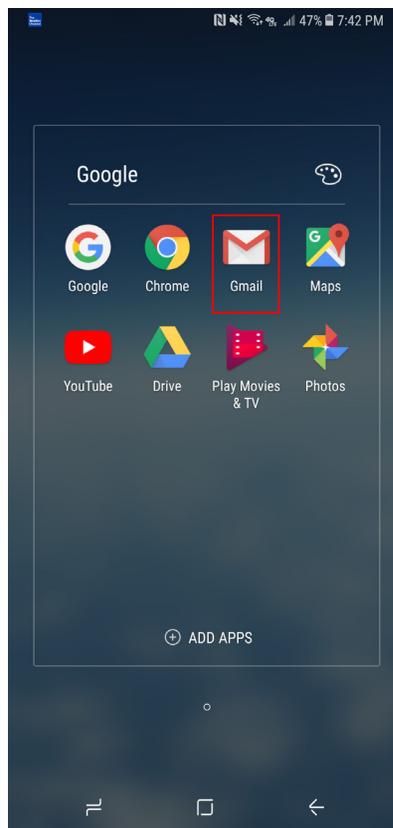




On the next page you will be prompted to enter your email address. Enter your full MyLIU email address (e.g firstname.lastname@my.liu.edu). Then select "**MANUAL SETUP**" from the bottom left of the screen. You will be prompted to select an account type where you must select "**Personal (IMAP)** to proceed.
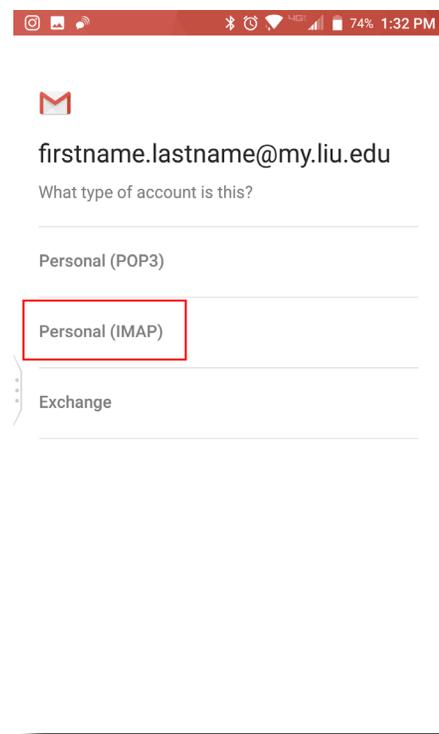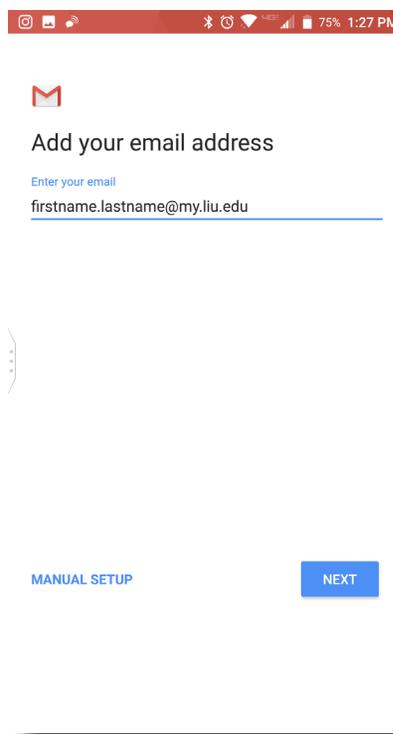




Enter the randomized password you received in **Step 7**.
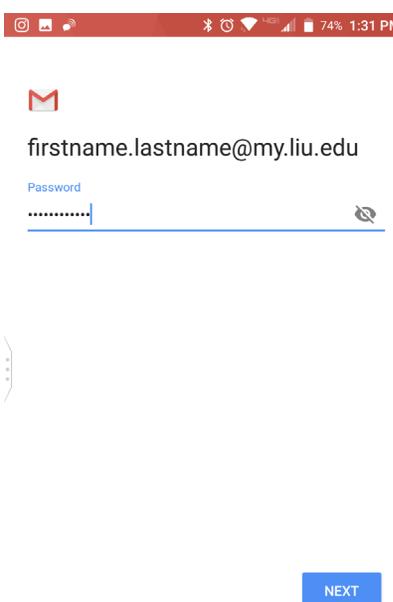
You will be prompted to enter the incoming connection setting setup as the picture appears below. Substitute username with your MyLIU email address (e.g firstname.lastname@my.liu.edu) and use the randomized password from **Step 7** for the password.



You will now be prompted to enter the outgoing connection setting setup as the picture appears below. Substitute username with your MyLIU email address (e.g firstname.lastname@my.liu.edu) and use the randomized password from Step 7 for the password.

*Although it looks the same they actually have slightly different settings.*

You are done.