How do I enable IMAP in Gmail so I can use Thunderbird, Outlook or Apple Mail email client?

Tell Me

IT Support

The University’s ITS Department provides limited technical support for those electing to use an IMAP client to retrieve Gmail. Support includes best effort IT phone support (no ticket escalation) and the FAQs shown. Individual colleges/departments may provide additional support. The College of Liberal Arts & Sciences (CLAS) IT does not support IMAP email clients.

1. Go to gmail.uncc.edu
2. Enter your NinerNET username and password
3. First, you will need to change a setting to allow access to "less secure" apps, such as IMAP
4. After logging in to your Gmail account, go here
5. Click the radio button to Turn on access for less secure apps

Access for less secure apps
- Turn off
- Turn on

Note

If you not connect to IMAP for 30 days, this setting will automatically be reverted to off. If this happens, you will need to go back to this section to turn it back on.

6. Return to gmail.uncc.edu
7. Click on the gear icon in the top right corner
8. Click on Settings

9. Click on the Forwarding and POP/IMAP tab at the top
10. Click the radio button to Enable IMAP

Status: IMAP is enabled
  - Enable IMAP
  - Disable IMAP

When I mark a message in IMAP as deleted:
  - Auto-Expunge on - Immediately update the server. (default)
  - Auto-Expunge off - Wait for the client to update the server.

When a message is marked as deleted and expunged from the last visible IMAP folder:
  - Archive the message (default)
  - Move the message to the Trash
  - Immediately delete the message forever

Folder Size Limits
  - Do not limit the number of messages in an IMAP folder (default)
  - Limit IMAP folders to contain no more than this many messages: 1,000

Configure your email client (e.g. Outlook, Thunderbird, iPhone)

11. Click Save Changes at the bottom of the page
12. Install and/or configure the desired email client:
  a. Thunderbird
  b. Outlook

Related FAQs

- How do I setup my Gmail to use POP since my device doesn't support IMAP?
- How do I enable IMAP in Gmail so I can use Thunderbird, Outlook or Apple Mail email client?
- How do I configure Thunderbird email client in IMAP mode to work with Gmail on Windows?
- How do I configure Outlook email client in IMAP mode to work with Gmail in Windows?
- How do I use G Suite Sync for viewing Gmail in Outlook?