



@ ODU

student email  
on your smartphone or tablet

Want your ODU student email on the go? Follow these steps to set up email on your smartphone or tablet.



**Step 1 | Set up a service password.**

This password cannot be the same as your MIDAS password, and it will only be used to access email through the email app on your mobile device.

1. Log in to the MIDAS website ([midas.odu.edu](https://midas.odu.edu)).
2. Under *Services*, click *Set Service Password*.
3. Click on the *Student Gmail Services* tab.
4. Enter a new password for this service and click *Submit*. It can take up to 30 minutes for this new password to synchronize with Gmail.

**Step 2 | Enable IMAP access for your ODU student Gmail account.**

1. Log in to your ODU student Gmail account ([monarchs.odu.edu](https://monarchs.odu.edu)) with your MIDAS ID and password.
2. Click on the gear icon at the top right of the page, then click *Settings*.
3. Click on *Forwarding and POP/IMAP*.
4. Enable IMAP, then click on *Save Changes*.

**Step 3 | Configure your device's email app using the Gmail setup options.**

Some things to keep in mind:

- Use your ODU student address as your email/user/account name ([jdoe001@odu.edu](mailto:jdoe001@odu.edu), *not* [jdoe001@gmail.com](mailto:jdoe001@gmail.com)).
- Use your new service password here.
- Find help for most common mobile devices at [support.google.com/mail](https://support.google.com/mail).