



# GETTING STARTED

## TECHNOLOGY HELPDESK AND ASSISTANCE

Email: [helpdesk@seark.edu](mailto:helpdesk@seark.edu)

Phone: (870) 850-4900

Location: Computing Services, by the Welcome Center

Hours of Operation: Monday through Friday, 8AM – 5PM. Tuesdays, 8AM – 6PM

## EMAIL

All email accounts are provided through Gmail, and can be accessed through the web or mobile device. The username for the email account provided for you is based on your student ID number, and your initial temporary password is your eight-digit date of birth (mmddyyyy).

Username Example: [0012345@student.seark.edu](mailto:0012345@student.seark.edu)

If this is your first time using the account, you will be required to activate the account before it can be used. You will also be required to change the password. To log in, please follow these steps:

1. Go to Google.com. Click on “Gmail” in the top right corner.
2. Click on “Sign in.”
3. Enter the full email address as the username ([0012345@student.seark.edu](mailto:0012345@student.seark.edu)).
4. Enter your password.

## EMAIL SETUP ON SMART PHONES AND OTHER MOBILE DEVICES

### iPhone Instructions:

- Make sure you’ve enabled IMAP in your main Gmail settings (see instructions below).
- Open the Settings app on your device.
- Tap Mail, Contacts, Calendars.
- Tap Add Account...
- Tap Gmail
- Enter your account information, being sure to use your full Gmail address, including ‘@inst.seark.edu’.
- Tap Next
- Tap Save

### Android Instructions:

- Enable IMAP in your Gmail settings (see instructions below).
- On your phone, press < Home >, then open the Email application.
- On the ‘Your accounts’ page, select Next to get started with setup.
- Enter your full Gmail address (including the @inst.seark.edu) and password, then select Next.
- On the next screen, you can give the account a nickname and choose the name to display on your outgoing messages. Tap Done.
- You can verify your settings from the Inbox view by tapping < Menu >>Account settings.



## ENABLE IMAP IN GMAIL

1. On your computer, open Gmail.
  2. In the top right, click Settings Settings.
  3. Click Settings.
  4. Click the Forwarding and POP/IMAP tab.
  5. In the "IMAP Access" section, select Enable IMAP.
  6. Click Save Changes.
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