

*Conservatorio email*

# Setting an external email client

Website

[www.gmail.com](http://www.gmail.com)

Access account

**Email CSI**

Contact person

**Salvatore Abate, Responsabile IT**

[salvatore.abate@conservatorio.ch](mailto:salvatore.abate@conservatorio.ch)

Last update

**23.11.2020**

## Configuration procedure

If you wish to access your institutional email account via a personal email client (Apple Mail, Outlook, Gmail, etc.), follow these Gmail tutorials:

1. For IMAP, which allows you to read messages from different devices (while synchronizing everything in real time), read this tutorial: [support.google.com/mail/answer/7126229](https://support.google.com/mail/answer/7126229)
2. For POP, which may be used in a single computer. Emails are synchronized in real time, but are downloaded from the server. The tutorial is available in this link: [support.google.com/mail/answer/7104828](https://support.google.com/mail/answer/7104828)

Should you be unable to configure your email client, please contact the Head of IT at CSI: [salvatore.abate@conservatorio.ch](mailto:salvatore.abate@conservatorio.ch).