

# Setting Your Browser to use Google Mail as Default

Any time you click on a link that currently opens Outlook to send an email (for example, from the Drew Directory), the browser needs to know what email program you are using in order to open a "Compose Email" window. Now that we have switched over to Google Mail, you'll need to make sure that your browser points to your Drew Google Mail account to send email.

By default, the browser will choose the email program defined by the operating system. You can override this setting in Firefox or Chrome as outlined below, but the changes will only apply to links you click from within the browser.

- [Change the default mail setting in Firefox](#)
- [Change the default mail setting in Google Chrome](#)
- [Set Google Chrome as the program Windows 10 uses for mail links](#)
- [Change the default mail setting in Safari](#)



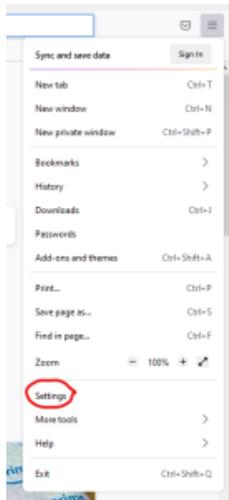
Please remember: If, after clicking on a mailto link, you see a login page that says Google but not Drew, only type in your Drew email address (no password). This will bring you to a uLogin screen, where you can enter your username and password (getting a Duo prompt if signed up), or directly to the compose window if you are already logged in to iChain.

## Change the default mail setting in Firefox

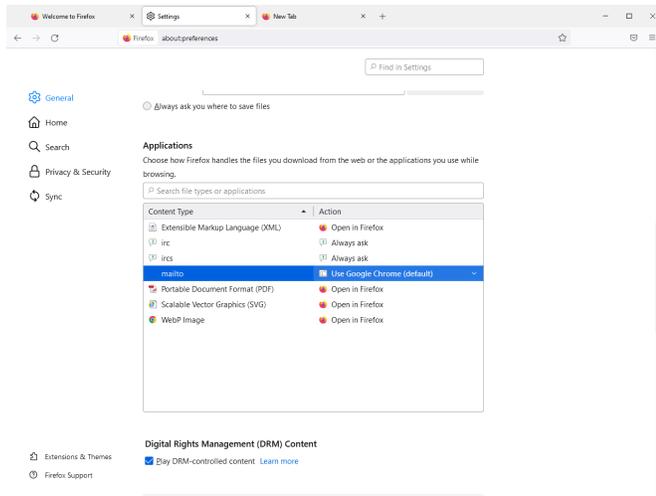
This will enable Firefox to choose your Gmail account when you click on any link (within Firefox) that should point to email.

Open Firefox and click the Open menu icon in the upper right corner.

Select Settings.



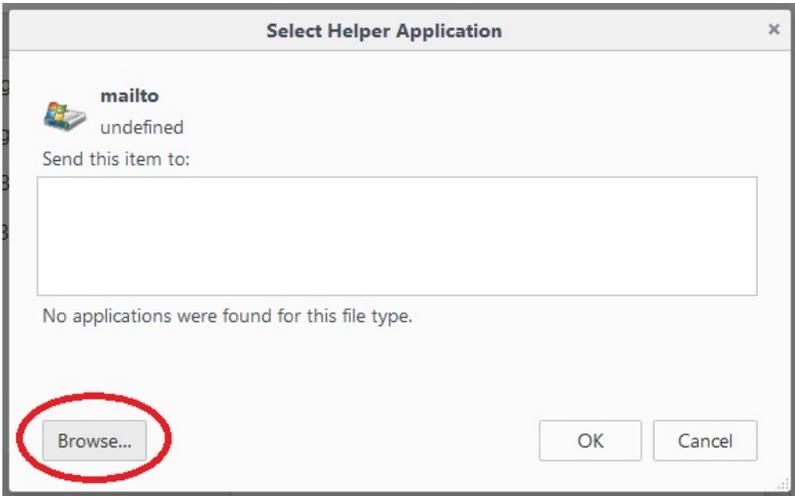
Scroll down to the Applications headline and locate "mailto" in the list under Content Type:



Pull down the menu where it currently says "Use (mail service) ..." and Select "Use Gmail". This will cause any email links to open a new tab to Gmail in Firefox.\*

Instead of choosing "Use Gmail", you will want to choose "Use other..."

In the Select Helper Application window, choose Browse.

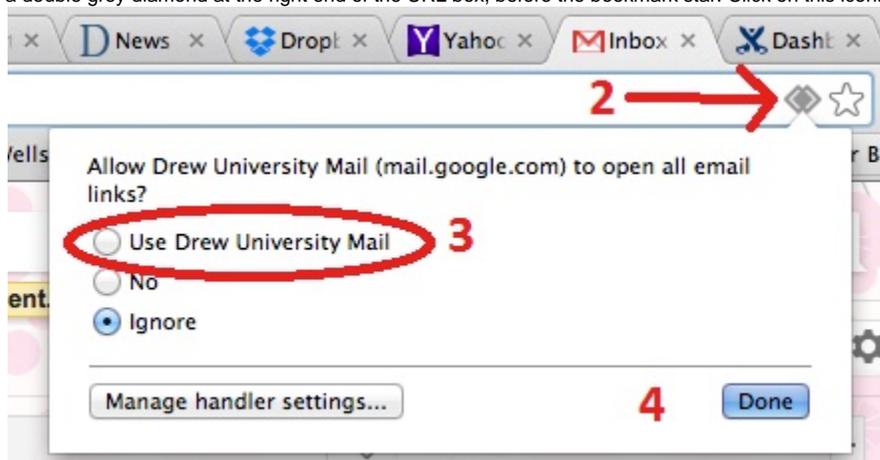


Open the Google > Chrome > Application folders. Select "chrome" and click **Open**.

Close the Settings tab.

### Change the default mail setting in Google Chrome

1. Log in to your Drew mail account.
2. Look for a double grey diamond at the right end of the URL box, before the bookmark star. Click on this icon.\*



a.

3. Choose the radio button in front of "Use Drew University Mail".
4. Click **Done**.

To access Chrome's handler settings, copy and paste this text into a new browser tab or window:

```
chrome://settings/handlers
```

Choose the radio button next to "Sites can ask to handle protocols".

Return to mail.drew.edu and follow the steps above.

### Set Google Chrome as the program Windows 10 uses for mail links

1. Click the Start button, start typing "Default apps" and choose that when you see it.
2. Click on the app currently listed under Email.
3. Choose Google Chrome.

### **Change the default mail setting in Safari**

[Set the default email app or web browser on your Mac](#)

Reviewed June 6, 2023