

Setting Gmail to be the Default Email Handler

Your Default Mail Handler is the email program that is launched when you click on an email link on a Web page or email message. You can make Google Chrome and Gmail your default mail handler using the following steps:

Step 1. Change the Default Email Program in Windows

1. From the **Start** menu, select the **Settings Gear > Apps >** and then **Default Apps**
2. Choose the Email icon and Select Google Chrome as the default Email App

Step 2. Change the MAILTO Protocol default

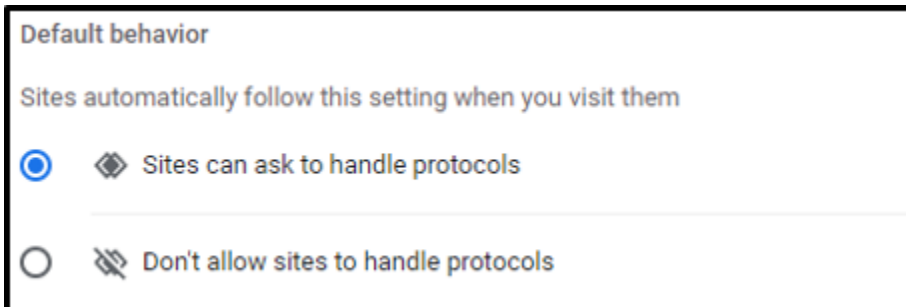
1. From the **Start** menu, select the **Settings Gear > Apps >** and then **Default Apps**
2. Scroll to the bottom of the list and select **Choose default apps by protocol**
3. From the list on the left identify the **MAILTO** protocol and set the default app to **Google Chrome**

Step 3. Allow the Site Handler in Google Chrome

1. Open the Google Chrome Browser on your computer.
2. Make sure you are signed into your App State Google account.

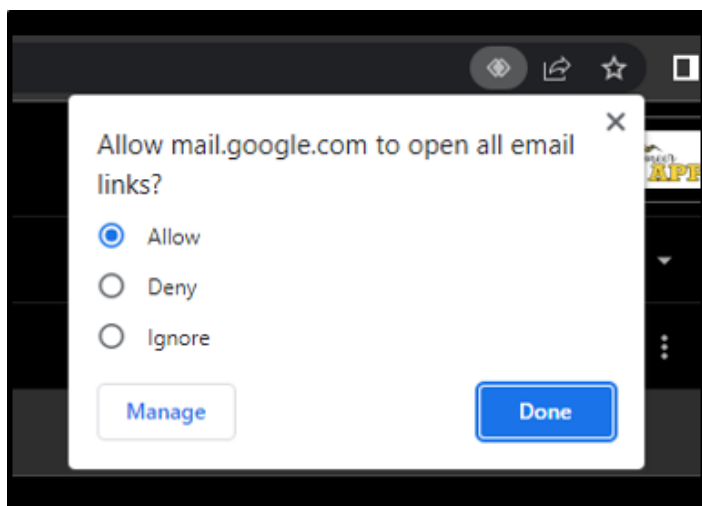
3. Click the three dots Chrome menu icon  in the top right corner of your browser.
4. Click "**Settings**".

5. Click the Settings sidebar three lines menu icon  in the top left corner of your browser.
6. Click on "**Privacy and security**".
7. Click on the "**Site Settings**" menu.
8. Scroll down and click on the "**additional permissions**" drop-down menu.
9. Click the "**Protocol handlers**" menu.
10. Make sure there is a blue dot for **Sites can ask to handle protocols**



Step 4. Set the Gmail Site to Handle the Email Protocol

1. Navigate to your App State Gmail using the Chrome browser.
2. On the top right of your address bar you will see the double diamond icon (see above image).
3. Click the double-diamond icon and **Allow** Gmail (mail.google.com) to open all email links and then click "**Done**".
4. If the double-diamond icon is not available, then the Gmail site might already have the permission.
5. To check the permission go to the three dots > Settings > Privacy and Security > Site Settings > Additional Permissions > Protocol Handlers, mail.google.com will should be set for the default email protocol.



← Protocol handlers

Sites can handle special tasks when you click on certain types of links, like creating a new message in your email client or adding new events to your online calendar

Default behavior

Sites automatically follow this setting when you visit them

- ☒ Sites can ask to handle protocols
-
- ☐ Don't allow sites to handle protocols

email

	mail.google.com	⋮
	Default	

If you have any questions, feel free to submit a request at support.appstate.edu/help, or call the Help Desk at 828-262-6266.

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