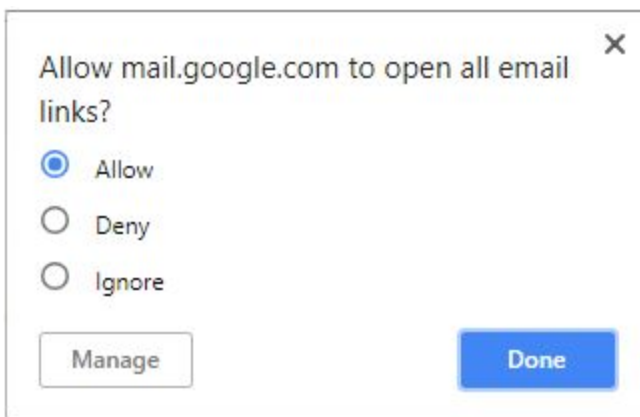Many pages contain "mailto" links which are to share some sort of data to your email client, usually an email address. However, upon clicking these links it will likely open the standard email client installed on your computer (such as Outlook or Mail). This short tutorial will show you how to make Gmail (Muhlenberg's email service) your default email client on your computer to sidestep this issue.

Setting Gmail as the Default Client in Windows

Windows 7 : complete steps 1-4
Windows 10: complete all steps

1. Log onto the Application Portal and then press the G Suite tab to access your Muhlenberg College Mail page.

2. If you have not set a default email client before, there should be a symbol with two overlapping black diamonds on the address bar on the right side.
◈

3. Click on the overlapping black diamonds, and a popup should appear like this:

4. Select Allow and then press Done.

5. After pressing done, you may be prompted with a Windows settings page:

Default apps

Choose default apps

Email

Google Chrome

If Google Chrome is not selected under the email tab, click on the application under Email and set it to Google Chrome. After this, you can close the settings window and you are done!