

OCA Email Account

How can I make Gmail the default application when selecting hyperlinked email addresses?

The following guidance is only applicable if you are using Google Chrome and would prefer hyperlinked email addresses to open within the [Gmail](#) interface instead of the default Microsoft Outlook or Apple Mail. This process will only prevent the use of third party email clients.

1. Using the Google Chrome interface, begin by selecting the 'kebab' menu (3 dot icon) located in the upper-right corner of the browser. Then select 'Settings' from the menu.
2. On the next page, select 'Privacy and security' from the left-hand menu. Then select 'Site settings', followed by 'Additional permissions' located under the Permissions heading.
3. Select 'Protocol handlers' from the drop-down menu and ensure that the 'Sites can ask to handle protocols' option is enabled.
4. Alternatively, please copy the italic text and paste it into the address bar to be directed to the settings page:
chrome://settings/handlers

5. Navigate to [Gmail](#) and select the 'Service Handlers' icon (two overlapping diamonds) located in the right of the address bar. Select 'Allow'.
6. If the process has been successful, hyperlinked email addresses – such as techsupport@oca.ac.uk – will now open using the Gmail interface.

Additional guidance for using Gmail is available via the [Google Support Page](#).