

Using Case Google Mail and Google Apps

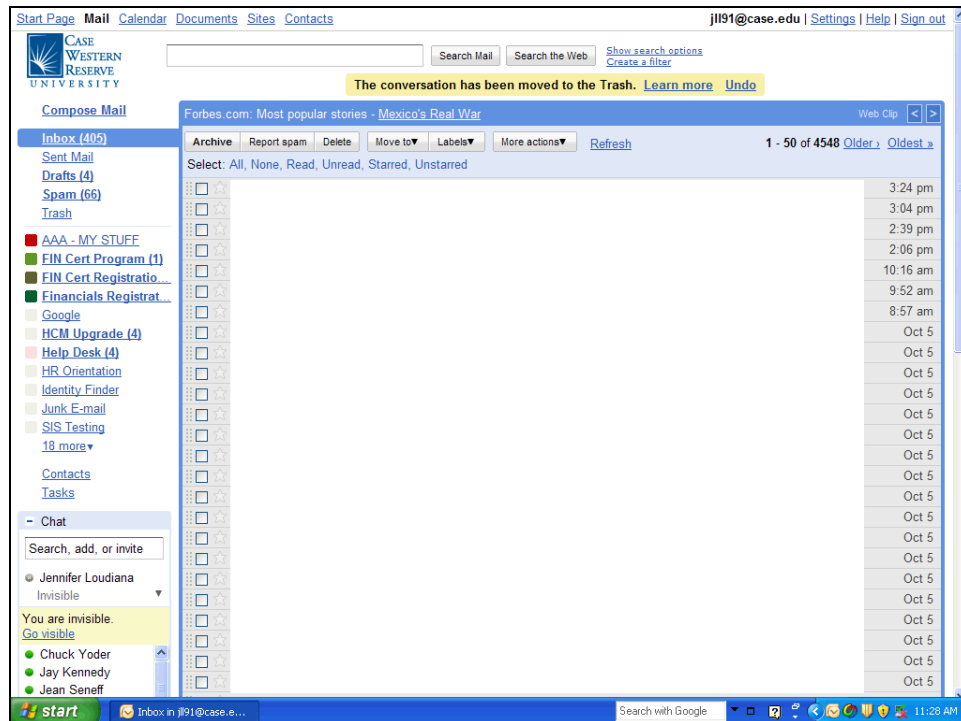
Setting Up Outlook to Receive Google Mail

Editing IMAP Settings in Outlook from iPlanet to Google

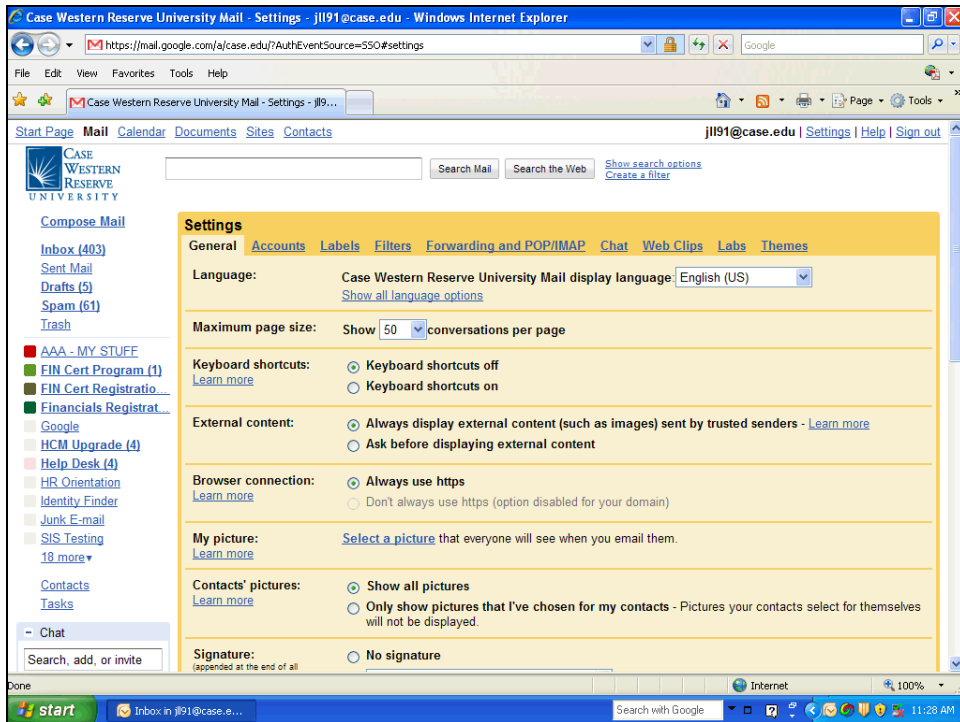
Procedure

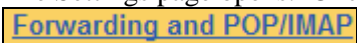
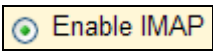
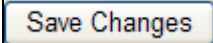
Use this process to edit your current Outlook settings from iPlanet to receive your Google mail.

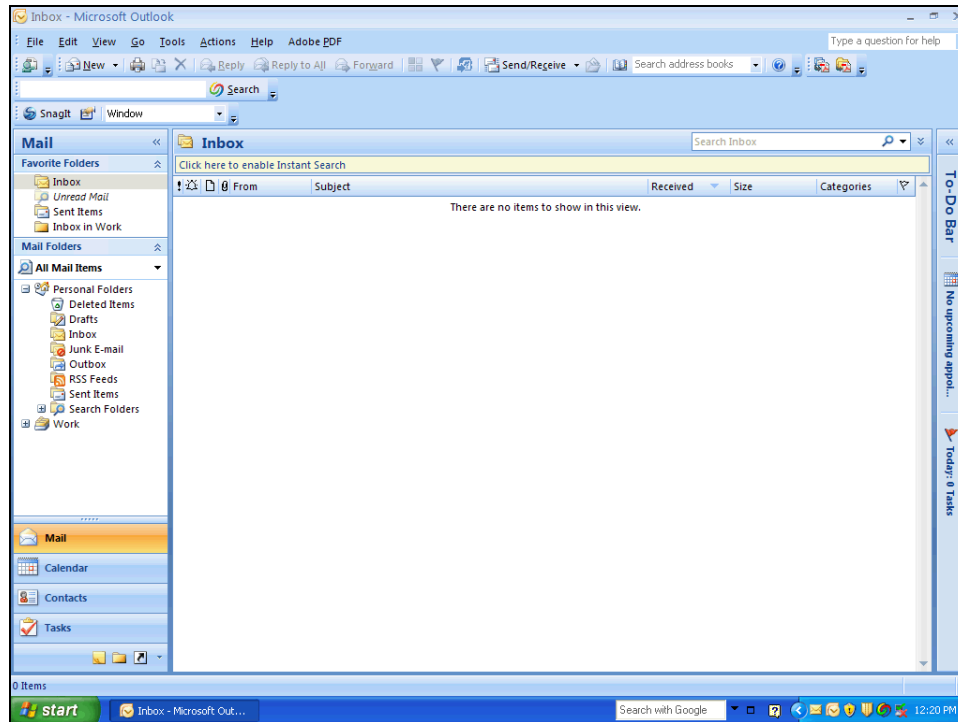
Step	Action
1.	After you have provisioned your account to Google, open your internet browser and go to http://webmail.case.edu . You may need to log in with your Case ID and your Google password that you set up.



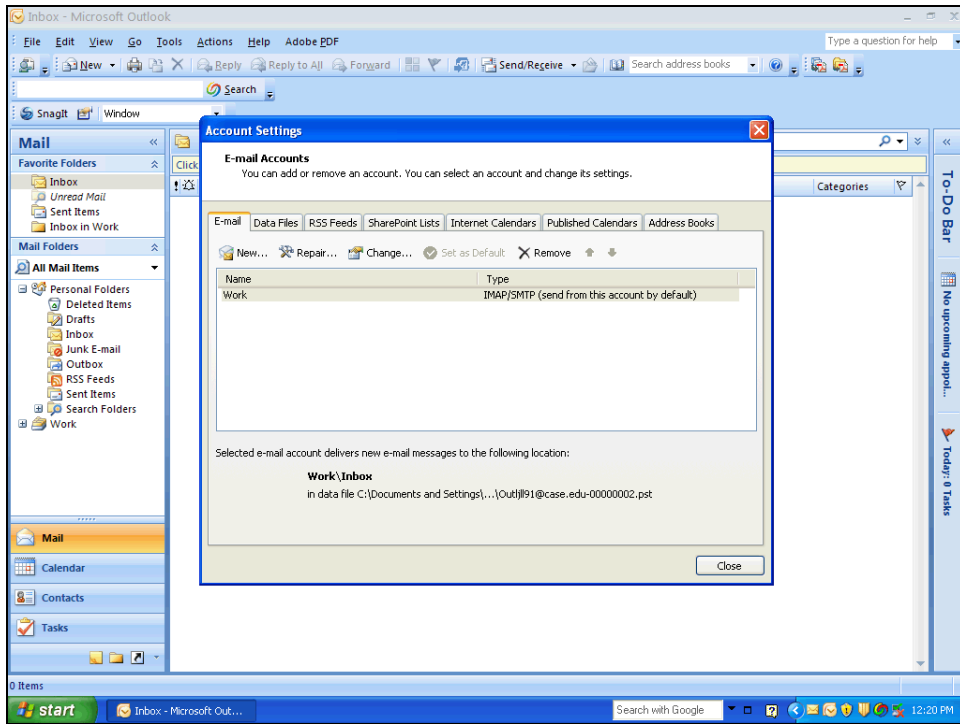
Step	Action
2.	Your Google webmail will open. Click on the Settings link on the top right. Settings

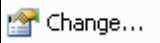


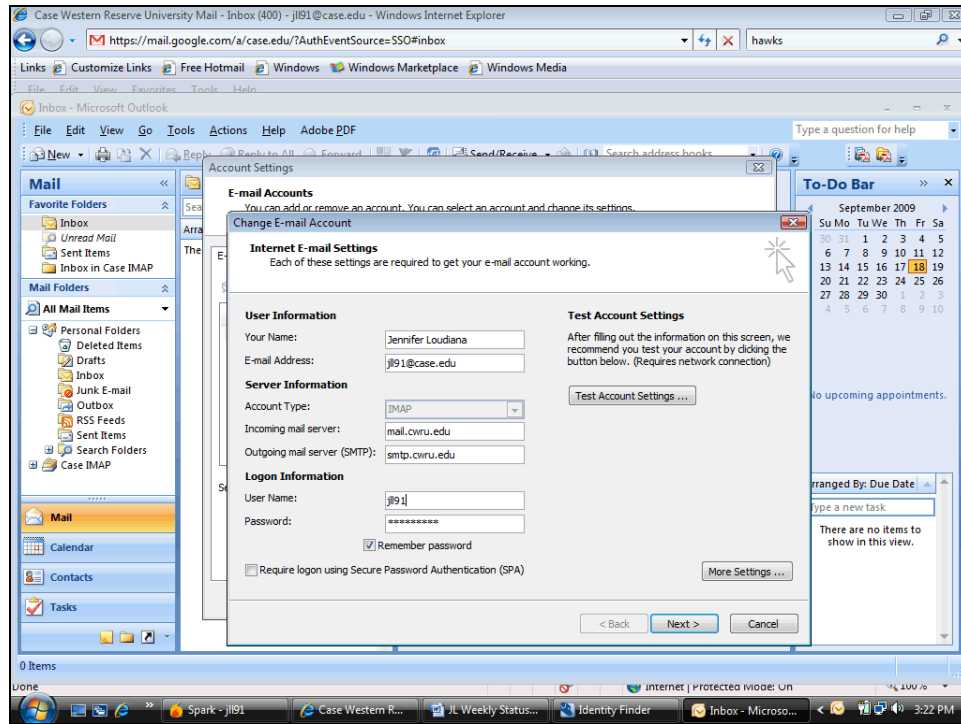
Step	Action
3.	The Settings page opens. Click on the Forwarding and POP/IMAP link. 
4.	The Forwarding and POP/IMAP page appears. In the section titled IMAP Access , click the Enable IMAP radio button. 
5.	Click the Save Changes button. Now you can set up your Outlook client to use IMAP with your Google mail. 

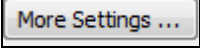


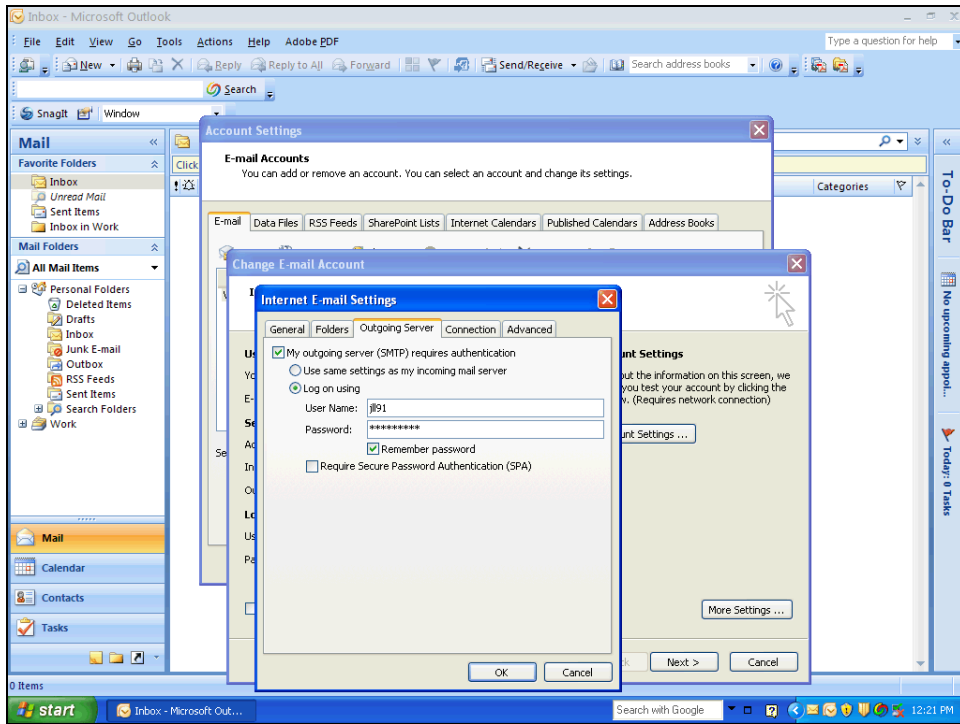
Step	Action
6.	Open your Outlook client on your computer. Click the Tools menu. <input data-bbox="440 1094 529 1136" type="text" value="Tools"/>
7.	Click the Account Settings... menu. <input data-bbox="440 1188 867 1230" type="text" value="Account Settings..."/>



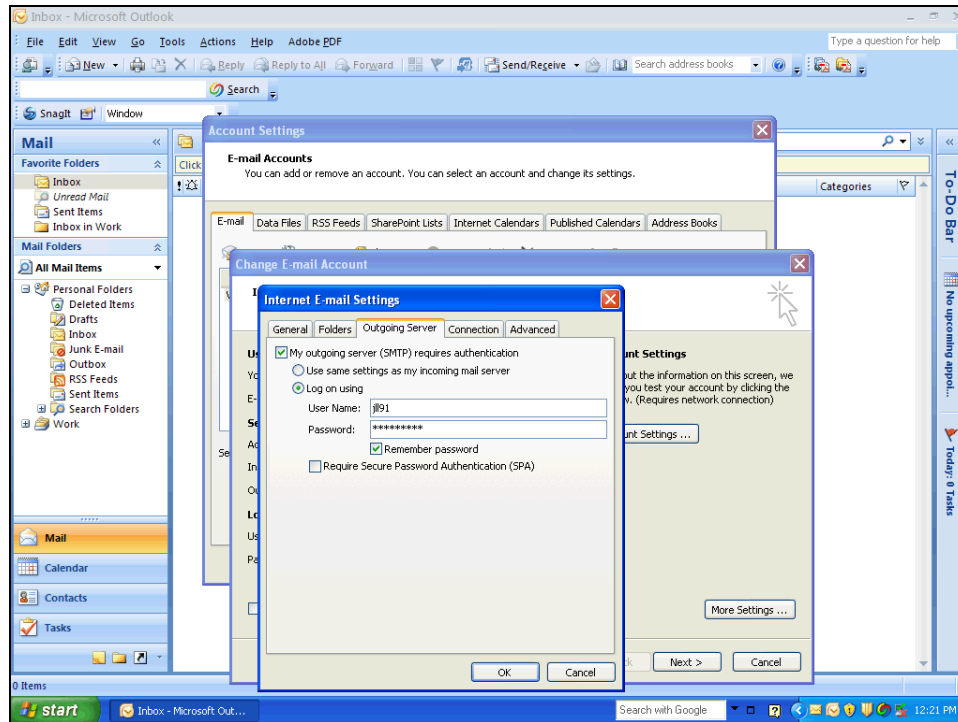
Step	Action
8.	Click on the Name of your email to edit.
9.	Click the Change... button. 





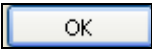
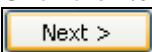

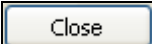


Step	Action
10.	The Change E-mail Account window opens. Press [Alt+I] .
11.	Delete the information in the Incoming mail server: field and enter, " imap.gmail.com ".
12.	Delete the information in the Outgoing mail server (SMTP): field and enter " smtp.cwru.edu ".
13.	Add " @case.edu " to your user ID in User Name: field.
14.	Enter the password you set when you provisioned Google mail in the Password: field.
15.	Click the More Settings... button. 



Step	Action
16.	<p>The Internet E-mail Settings window opens.</p> <p>Click the Outgoing Server tab. T</p> <p>Your User Name: is your Case Network ID only. Your Password: is your Case network password.</p> <p>Outgoing Server</p>



Step	Action
17.	Click the Advanced tab. 
18.	Delete the number in the Incoming server (IMAP): field. Enter " 993 " in the Incoming server (IMAP): field. 
19.	Click the Use the following type of encrypted connection: drop down list. Choose SSL from the list. 
20.	Click the Use the following type of encrypted connection: dropdown list. Choose TLS from the list. 
21.	Click the OK button. 
22.	Click the Next > button. 
23.	Click the Finish button. 
24.	Click the Close button. 

Step	Action
25.	End of Procedure.