

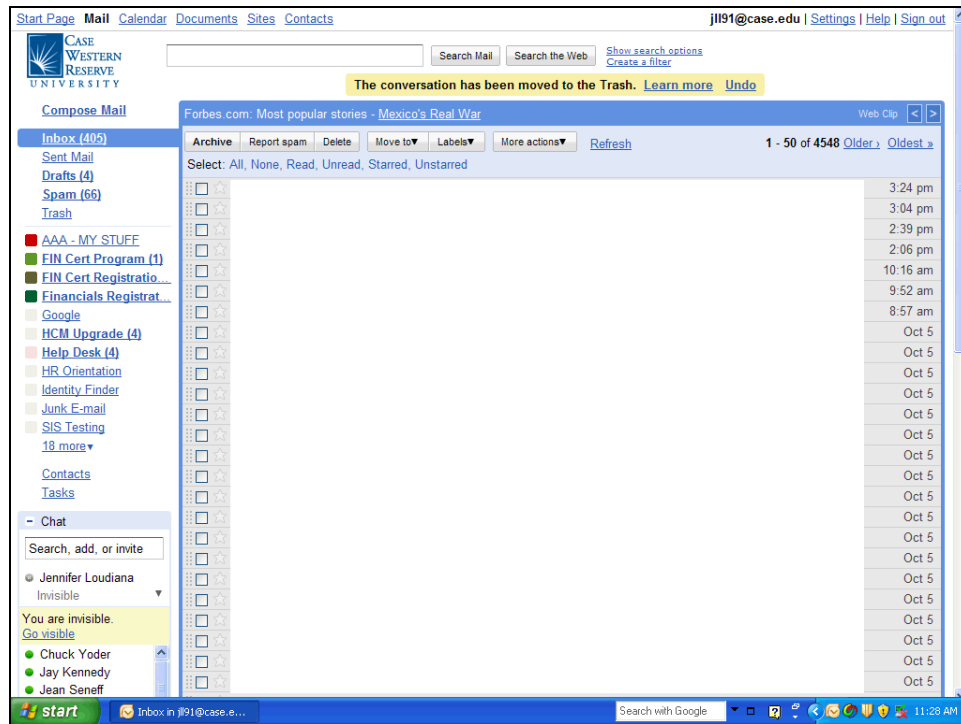
Using Case Google Mail and Google Apps

Setting Up Outlook to Receive Google Mail

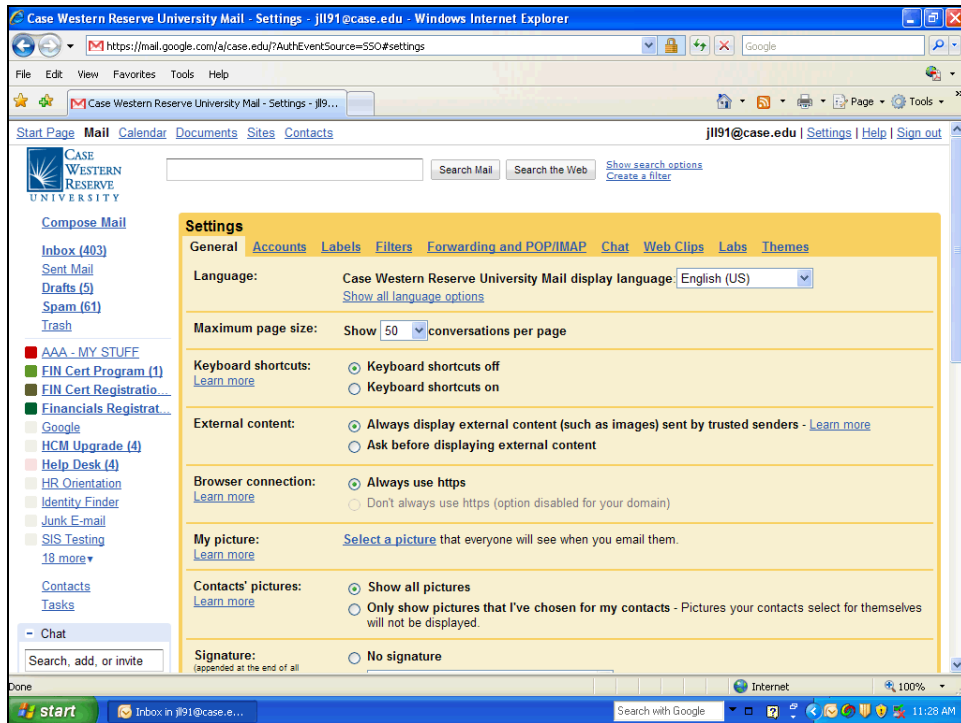
Editing POP Settings in Outlook from iPlanet to Google


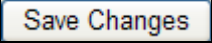
Procedure

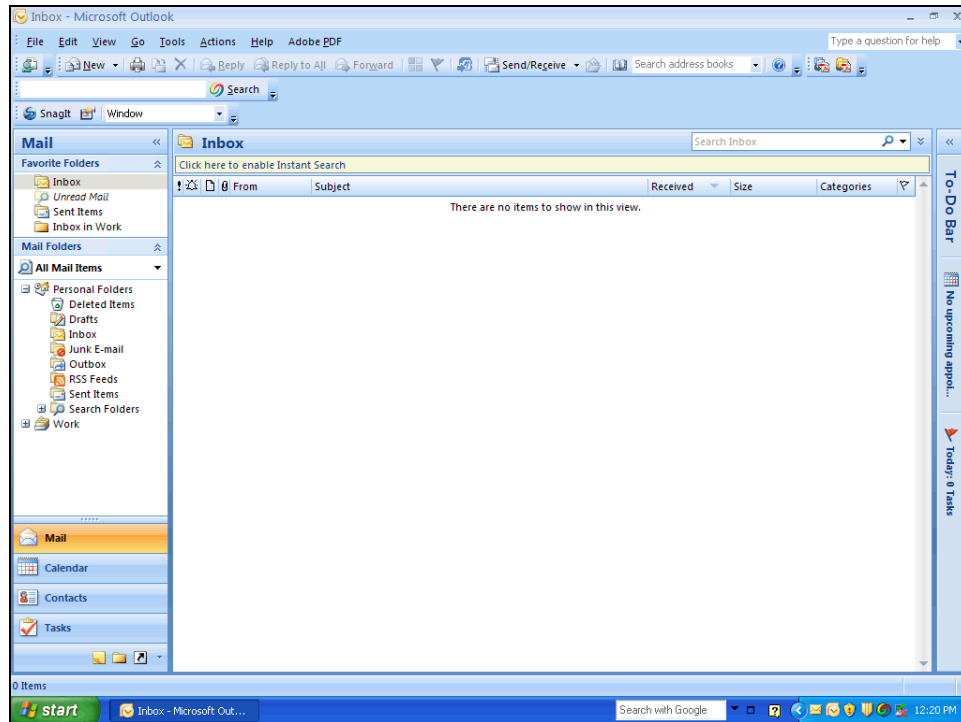
Step	Action
1.	Use this process to edit your current Outlook settings from iPlanet to receive your Google mail.
2.	After you have provisioned your account to Google, open your internet browser and go to http://webmail.case.edu . You may need to log in with your Case ID and your Google password that you set up.



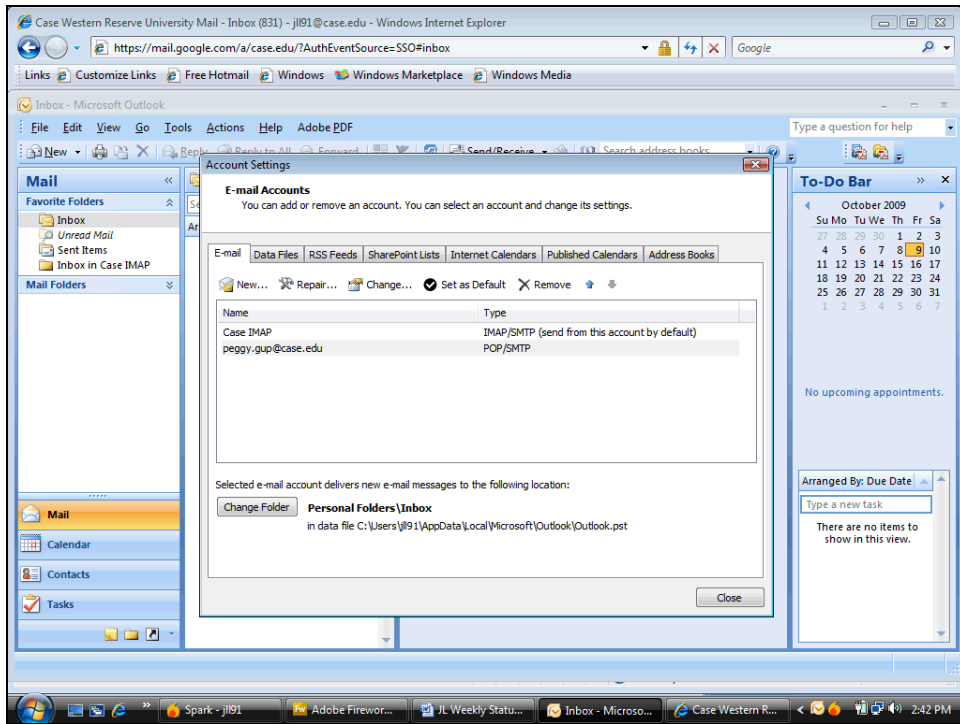
Step	Action
3.	Your Google webmail will open. Click on the Settings link on the top right.


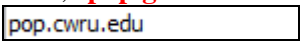
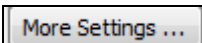


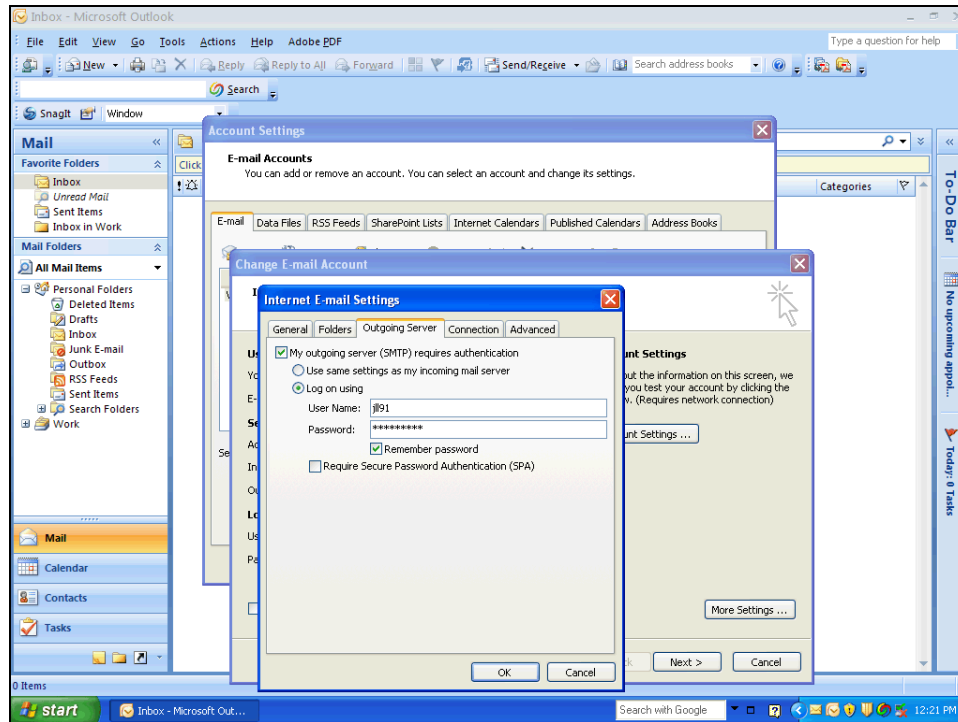
Step	Action
4.	The Settings page opens. Click on the Forwarding and POP/IMAP link. 
5.	The Forwarding and POP/IMAP page appears. In the section titled POP Download: , click the Enable POP for all mail or the Enable POP for mail that arrives from now on radio button. For a description of these refer to the Google Mail Settings for Pop in this manual.
6.	Click the Save Changes button. Now you can set up your Outlook client to use POP with your Google mail. 



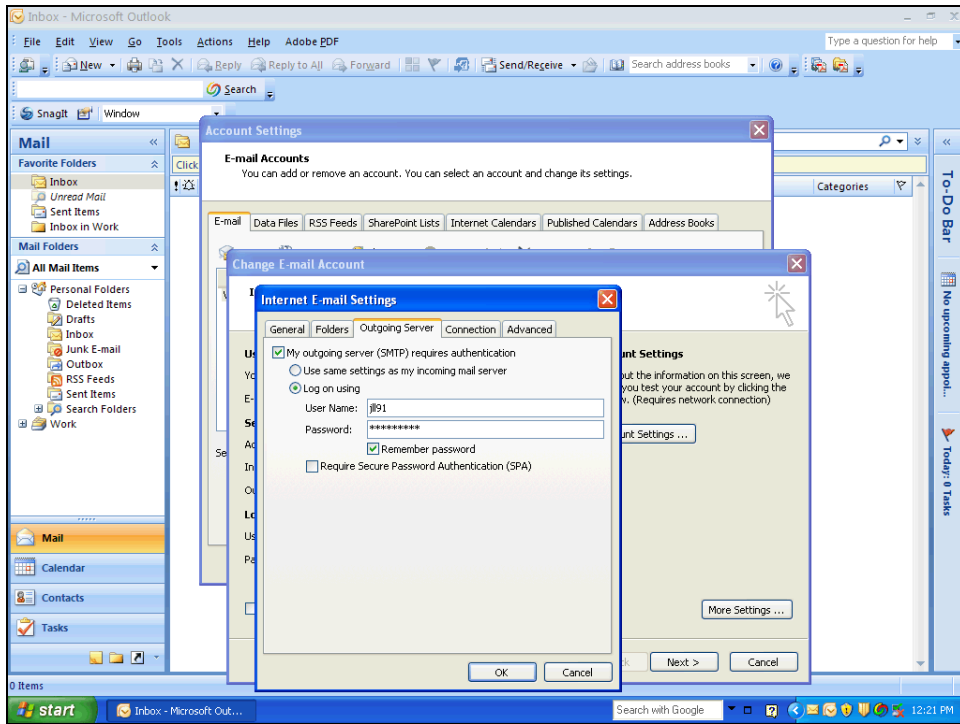
Step	Action
7.	Open your Outlook client on your computer. Click the Tools menu. <input data-bbox="440 1094 529 1136" type="text" value="Tools"/>
8.	Click the Account Settings... menu. <input data-bbox="440 1184 867 1226" type="text" value="Account Settings..."/>



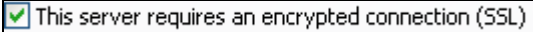

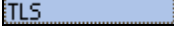
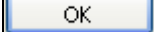




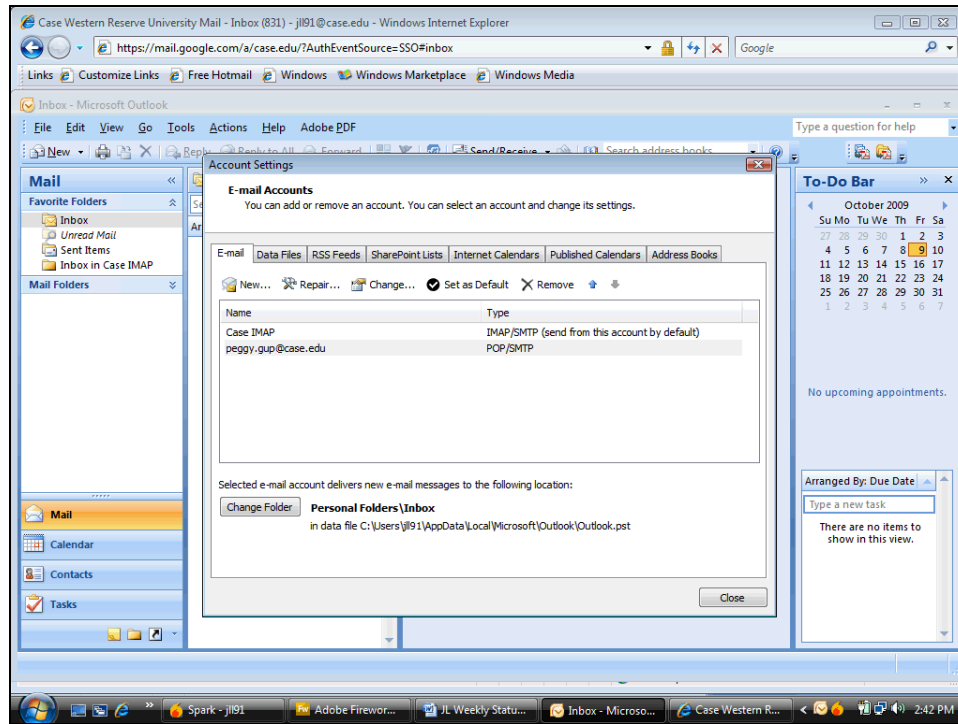
Step	Action
9.	Click on the Name of your email to edit.
10.	Click the Change... button. 
11.	The Change E-mail Account window opens.
12.	Delete the information in the Incoming mail server: field and enter, " pop.gmail.com ". 
13.	Add " @case.edu " to your user ID in User Name: field.
14.	Enter the password 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.</p> <p>Your User Name: is your Case Network ID only. Your Password: is your Case network password.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Outgoing Server</div>



Step	Action
17.	Click the Advanced tab. 
18.	Enter "995" in the Incoming server (POP3): field. 
19.	Click the This server requires an encrypted connection (SSL) option. 
20.	Enter "25" in the Outgoing server (SMTP): field. 
21.	Click the TLS list item in the Use the following type of encrypted connection: dropdown list. 
22.	Click the OK button. 
23.	Click the Test Account Settings ... button if you would like to make sure that Outlook can log in and send and receive mail. The Test Account Settings window will open. 
24.	Click the Finish button. 



Step	Action
25.	Click the Close button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Close</div>
26.	End of Procedure.