

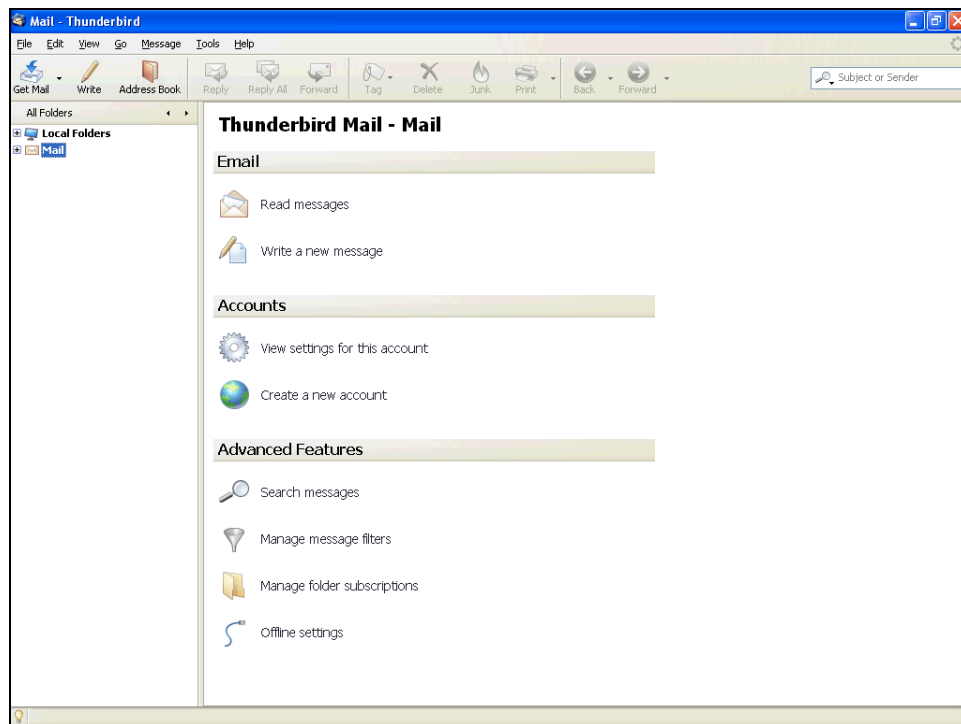
Using Case Google Mail and Google Apps


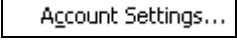
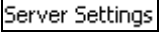
Setting Up Thunderbird to Receive Google Mail

Editing an Existing Thunderbird Mailbox to Receive Google Mail

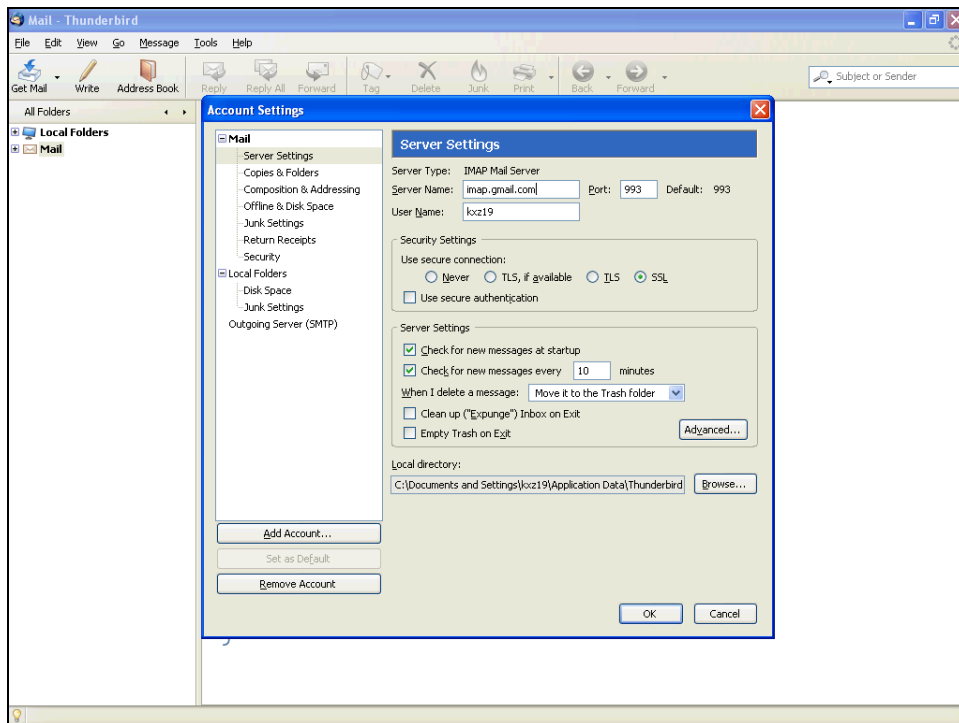
Procedure

Use this process to update an existing Thunderbird mailbox to receive emails from the Case Google Mail server. This process should only be used if your email has already been moved to the Case Google server. If your email has not been moved to Google, please create a new Account for the Google server settings as described in the "Initial Setup of Thunderbird" documents.

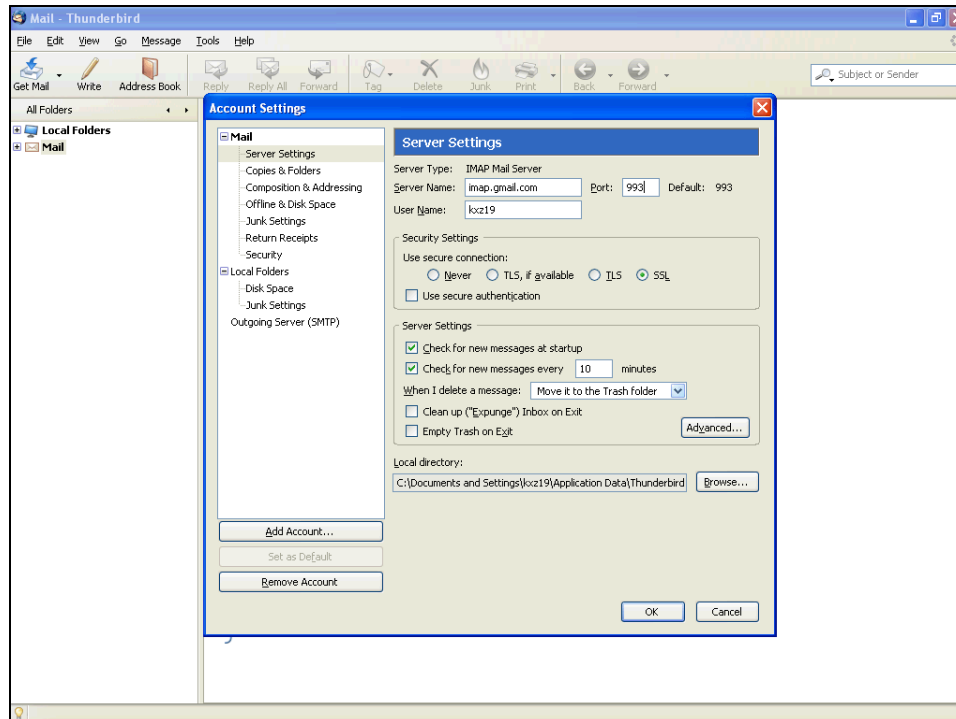


Step	Action
1.	Click the Tools menu. 
2.	Click the Account Settings list item. If you have more than one account, select the account you would like to change. 
3.	The Account Settings window appears. Click the Server Settings tree item. 

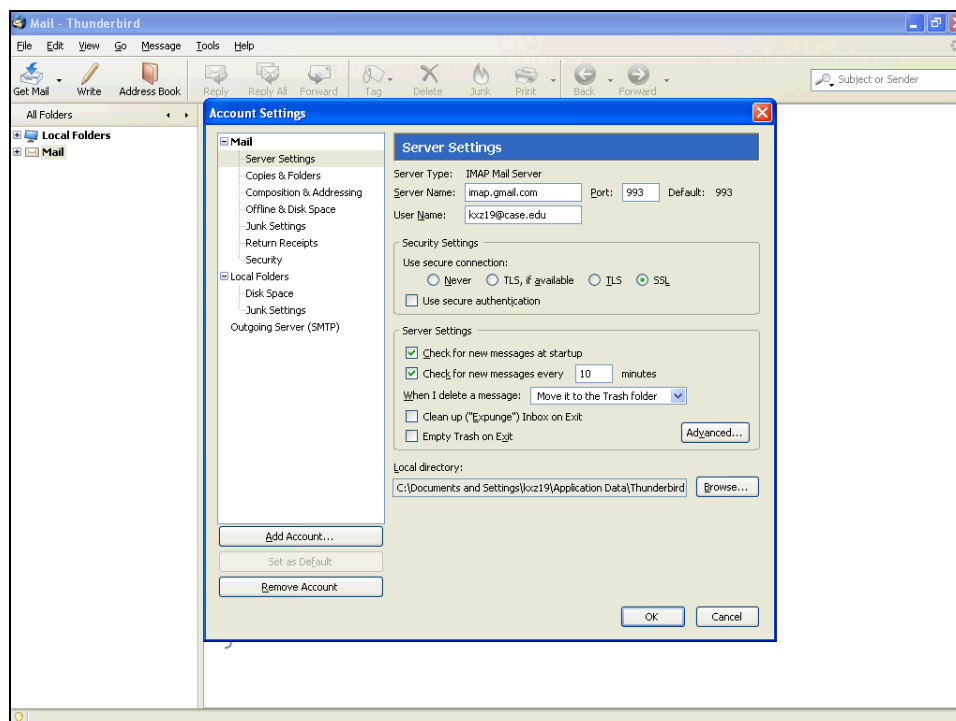
Step	Action
4.	<p>If you chose to use an IMAP server to receive Case Google Mail, enter "imap.gmail.com" into the Server Name: field.</p> <p>If you chose to use a POP server to receive Case Google Mail, enter "pop.gmail.com" into the Server Name: field.</p>




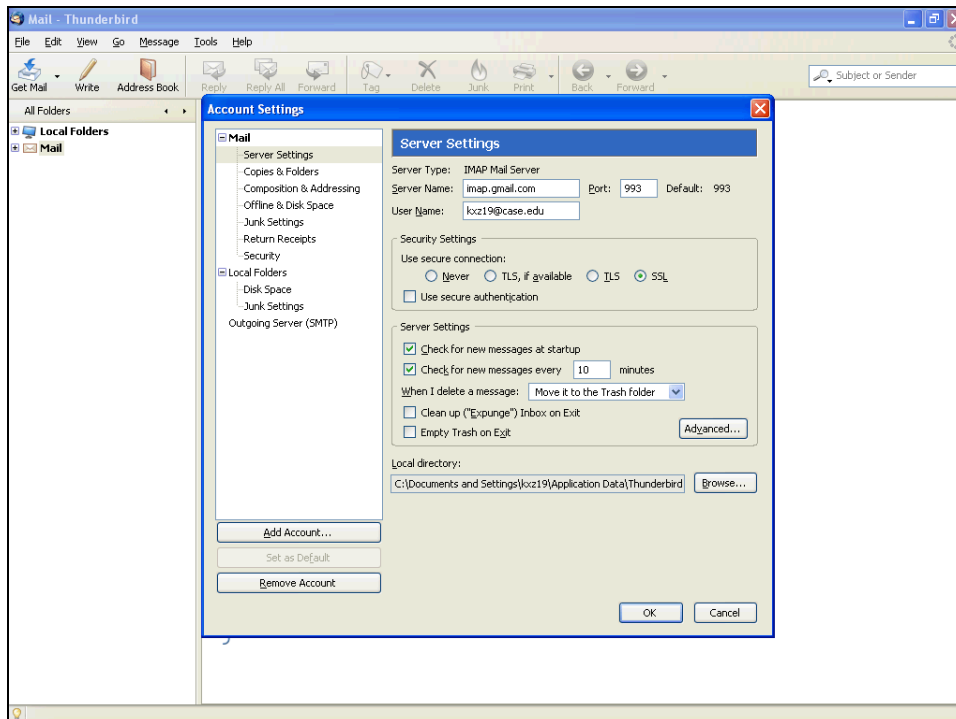
Step	Action
5.	<p>If using an IMAP server, enter "993" into the Port field.</p> <p>If using a POP server, enter "995" into the Port field.</p> <p>993</p>


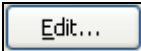


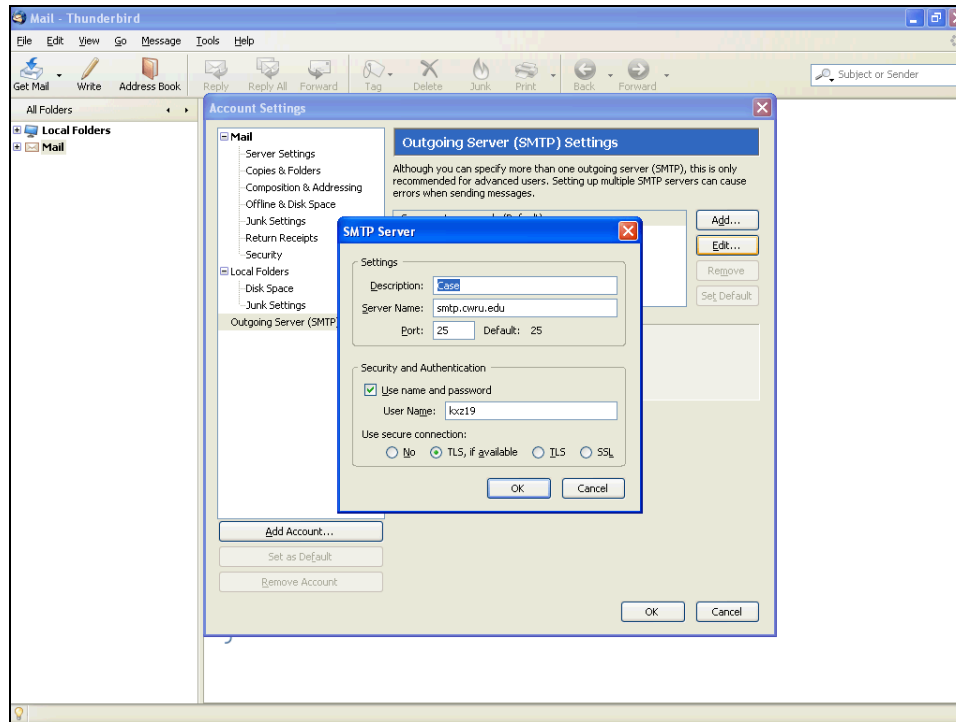
Step	Action
6.	Enter your Case Network ID followed by " @case.edu " into the User Name: field.



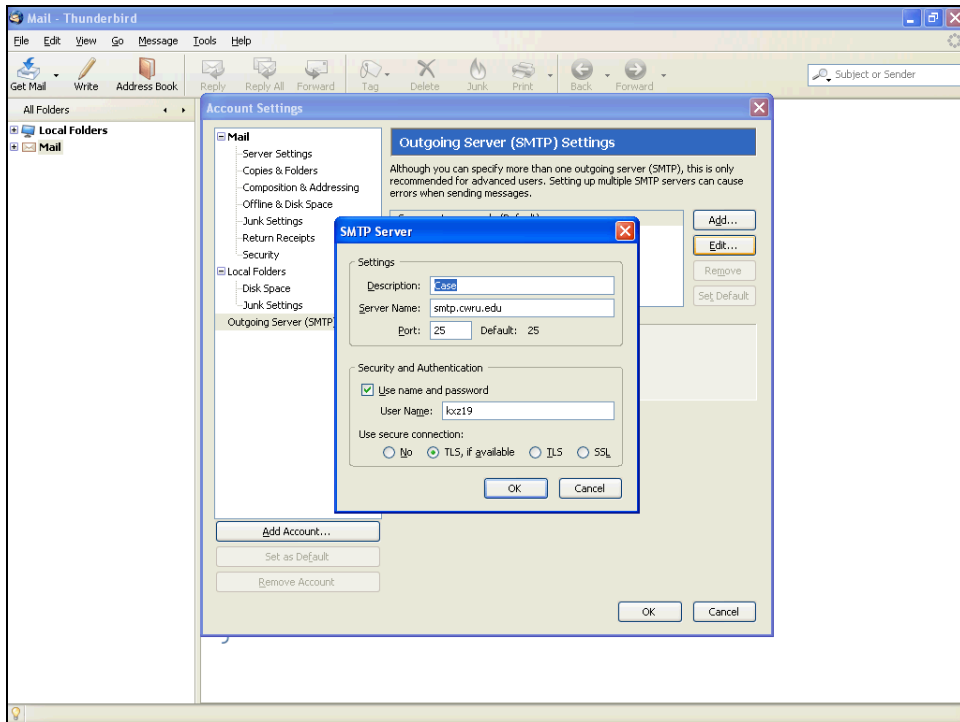
Step	Action
7.	In the Security Settings box, select the SSL radiobutton. 



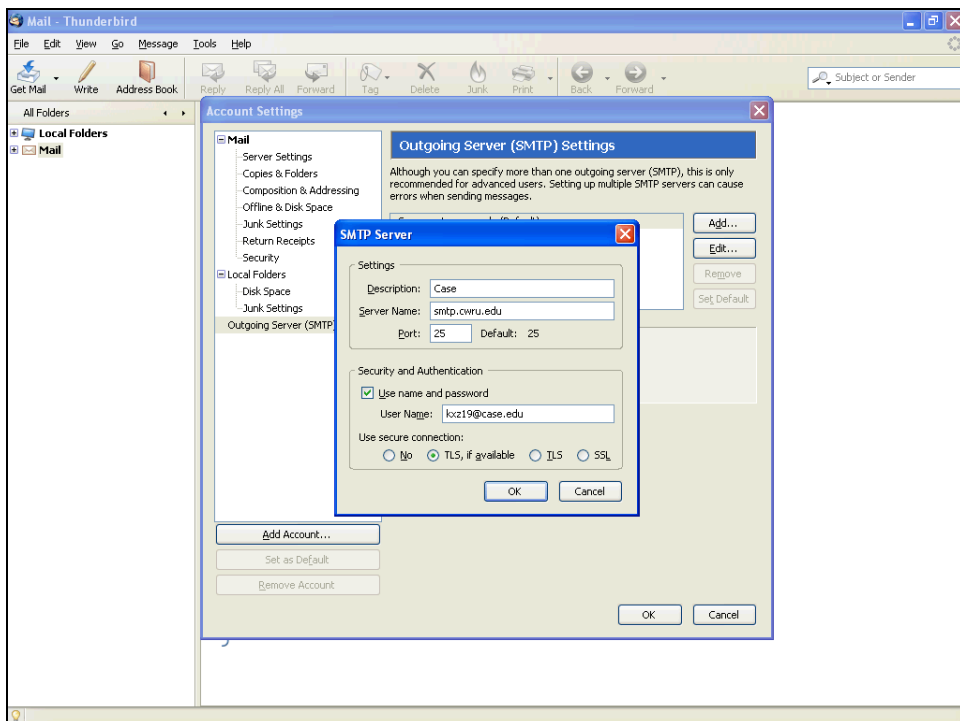
Step	Action
8.	Click the Outgoing Server (SMTP) tree item. 
9.	Make sure that the Case server, smtp.cwru.edu or smtp.case.edu, is highlighted. Click the Edit... button. 




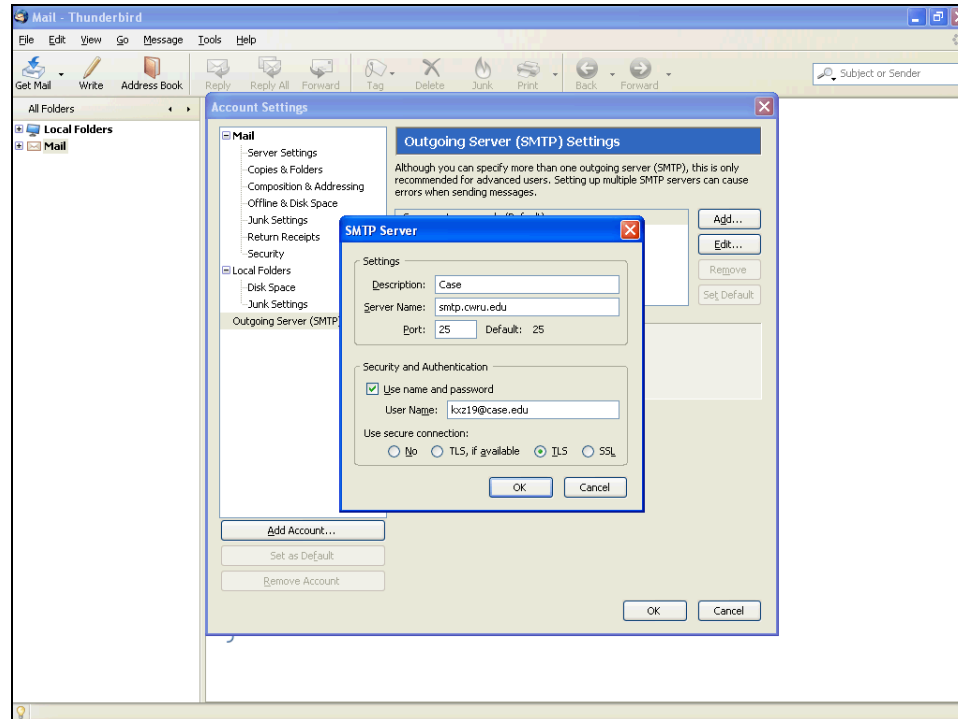
Step	Action
10.	The SMTP Server window appears. If not already entered, enter " smtp.cwru.edu " into the Server Name: field.
11.	Verify that your Port: is set to 25 .

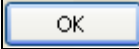


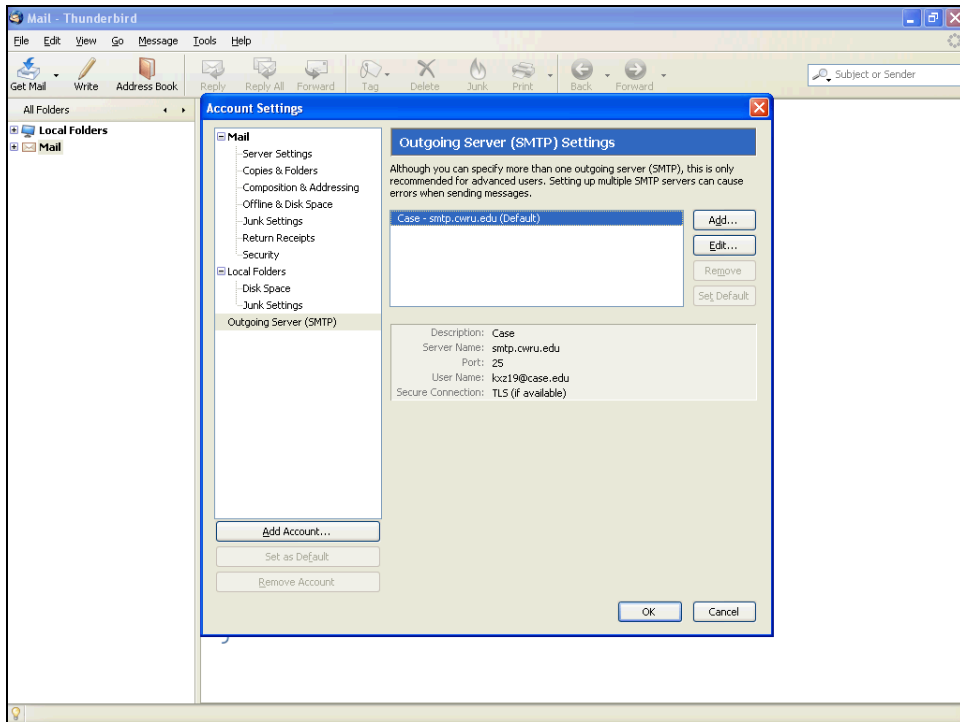
Step	Action
12.	Verify your Case Net ID is in the User Name: field.




Step	Action
13.	Select the TLS radio button. 



Step	Action
14.	Click the OK button. 



Step	Action
15.	Your email will load into your existing mailbox. 
16.	This completes the process of editing an existing Thunderbird Mailbox so that it can send and receive email from Case Google Mail. End of Procedure.