

Using Case Google Mail and Google Apps

Using Google in a Desktop Client or Mobile Device

This document describes the settings that must be set in Case Google Mail and changed in your client in order to use an IMAP or POP server for viewing email in a desktop or mobile client.

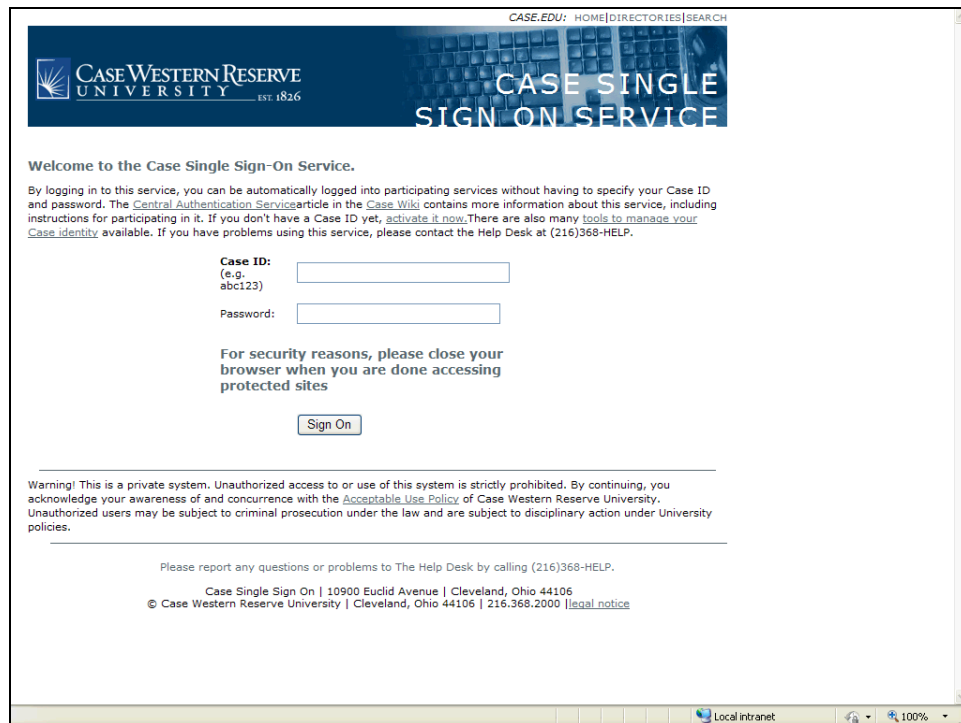
Google Mail Settings for POP

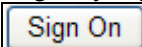
This document describes the settings that must be made in Case Google Mail in order to use a POP server to view email in a desktop client (such as Outlook or Thunderbird).

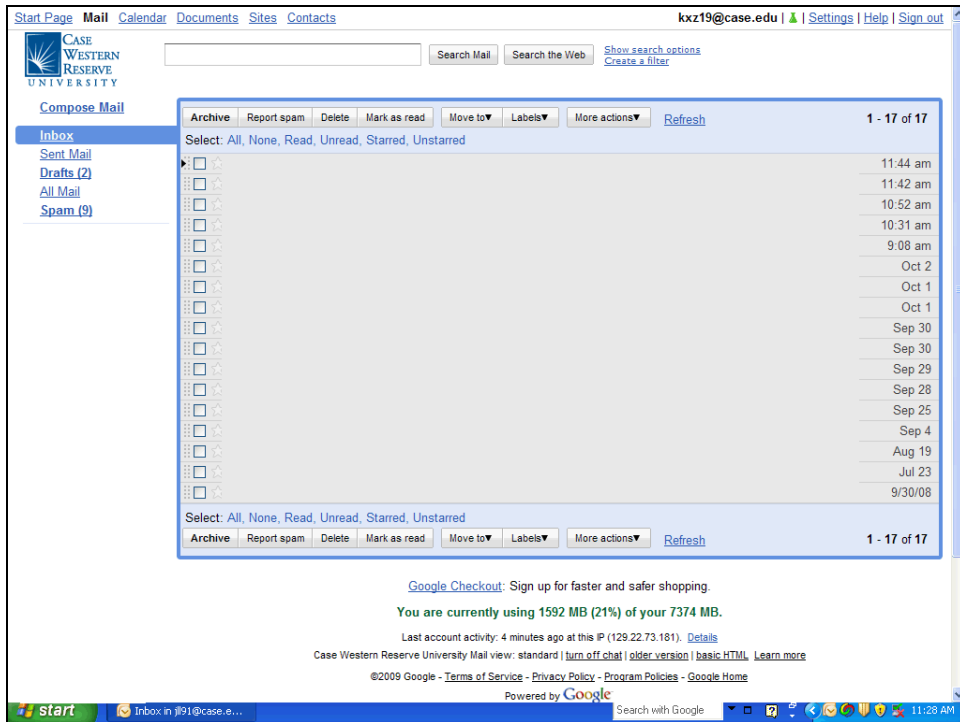
POP is an acronym for Post Office Protocol, which is a type of server that downloads email from Case Google Mail to a desktop client. This server type is best used if you only intend to access your Case email through a desktop client. If you prefer to be able to see all of your email messages on webmail.case.edu as well as in a client, then the IMAP server type is better suited to your needs.



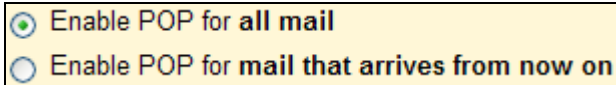
Procedure

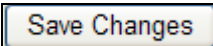
Use this process to enable the use of a POP server with Case Google Mail.



Step	Action
1.	Begin by logging into your Case Google Mail at http://webmail.case.edu . 



Step	Action
2.	Click on the Settings link in the top right corner of the window. 
3.	Click on the Forwarding and POP/IMAP tab. 
4.	Locate the section titled POP Download: and select the appropriate action. Select Enable POP for all mail to have the entire contents of Case Google Mail downloaded to your desktop client. The contents of the All Mail folder will be downloaded. Select Enable POP for mail that arrives from now on to download only new email to your desktop client. Only email received from this moment forward will be downloaded. 
5.	In the 2. When messages are accessed with POP dropdown list, select what should happen to your Case email when it is downloaded to your desktop client. The options are: keep Case Western Reserve University Mail's copy in the Inbox archive Case Western Reserve University Mail's copy delete Case Western Reserve University Mail's copy

Step	Action
6.	Click the Save Changes button to enable POP. 



Once you have set up Google to use POP, the following settings need to be updated in your client.

Incoming Mail Server: pop.gmail.com

Outgoing Mail Server: smtp.cwru.edu

SMTP Login information

Username: Case Network ID

Password: Case network password

Port numbers:

Incoming Server - 995

Checkbox for "This server requires an encrypted connection (SSL)"

Outgoing Server - 25

Encrypted - choose TLS

Step	Action
7.	This completes the process of enabling POP in Case Google Mail. After completing this process, you are able to set up a desktop email client to download your Case Google Mail from a POP server. Please see the documents at http://www.case.edu/its/services/GoogleApps.html to update your email client (Outlook or Thunderbird). End of Procedure.