

Using Case Google Mail and Google Apps

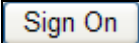
Setting Up Thunderbird to Receive Google Mail

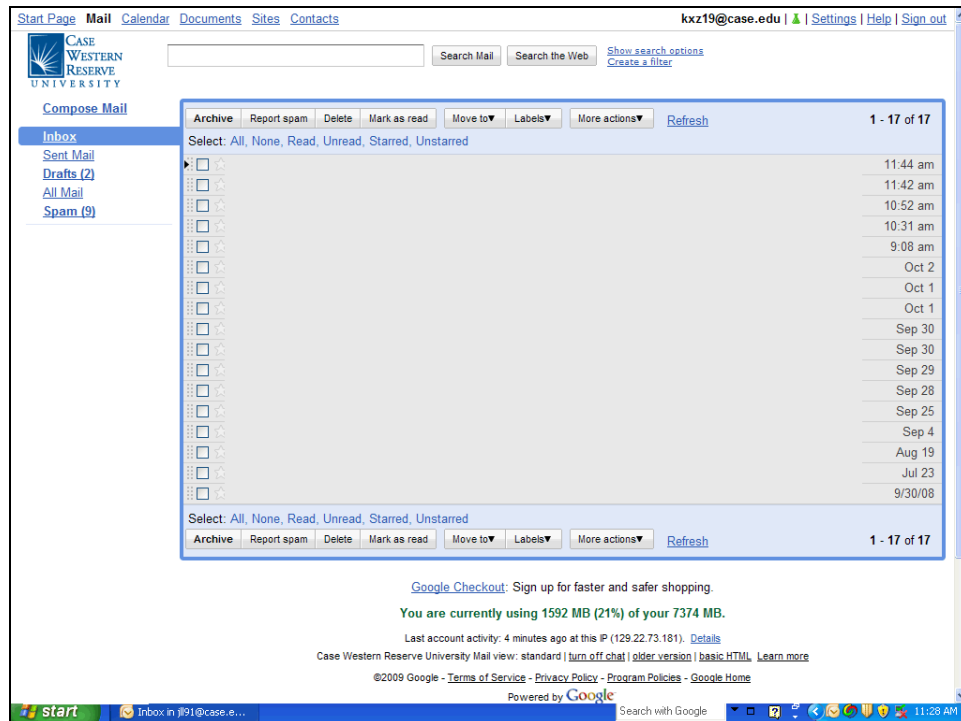
Initial Set Up of Thunderbird with IMAP


This process document describes the settings that must be made in the Thunderbird email client in order for it to download Case Google Mail through an IMAP server. The directions in this document are intended for users who are setting up Thunderbird for the first time. For directions on how to update your existing Thunderbird client to download from Case Google Mail instead of iPlanet, please see the process document called Editing Settings in Thunderbird from iPlanet to Google.

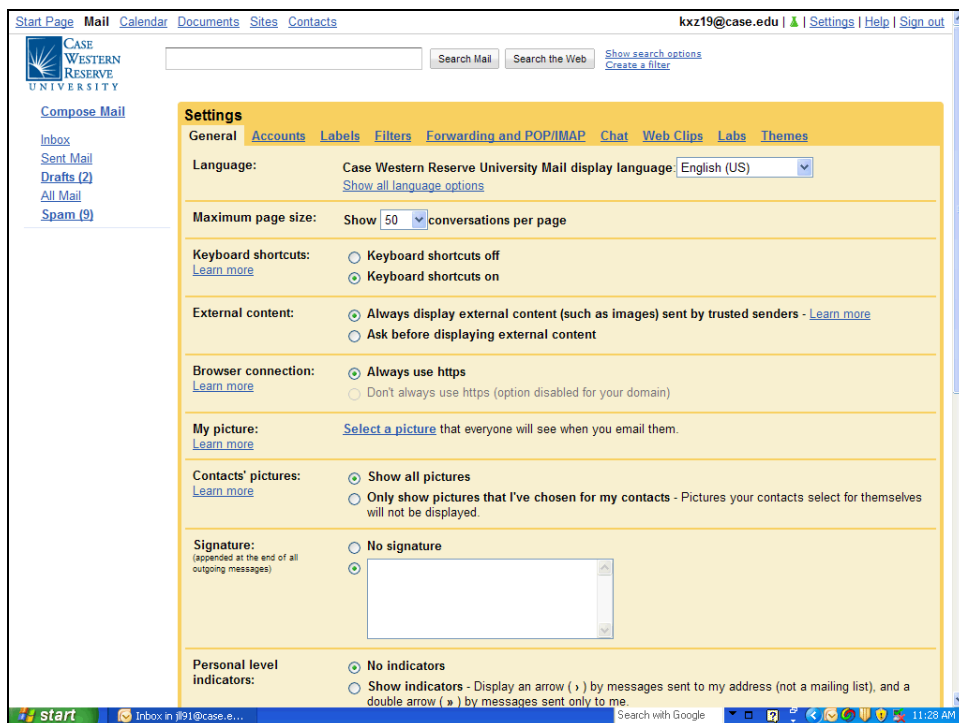
Procedure


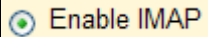
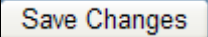
Use this process to set up Thunderbird for the first time to receive emails from your Case Google Mail account from an IMAP server.

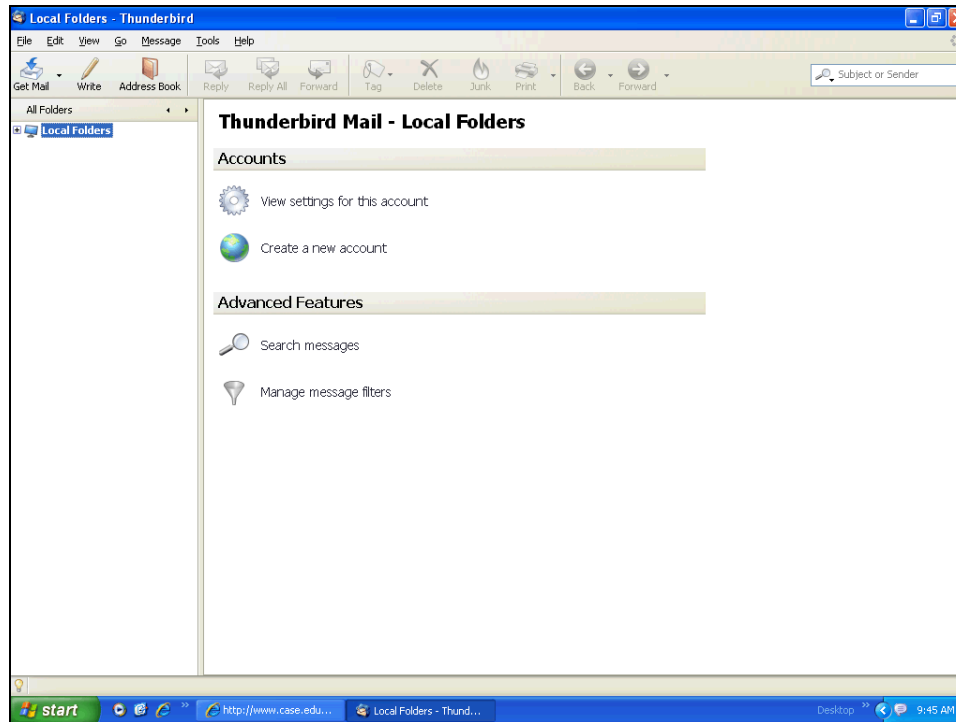
| Step | Action |
|------|--|
| 1. | Begin by logging into your Case Google Mail at http://webmail.case.edu .  |


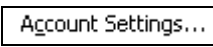

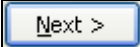





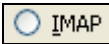

| Step | Action |
|------|---|
| 2. | Click on the Settings link in the top right corner of the window.  |

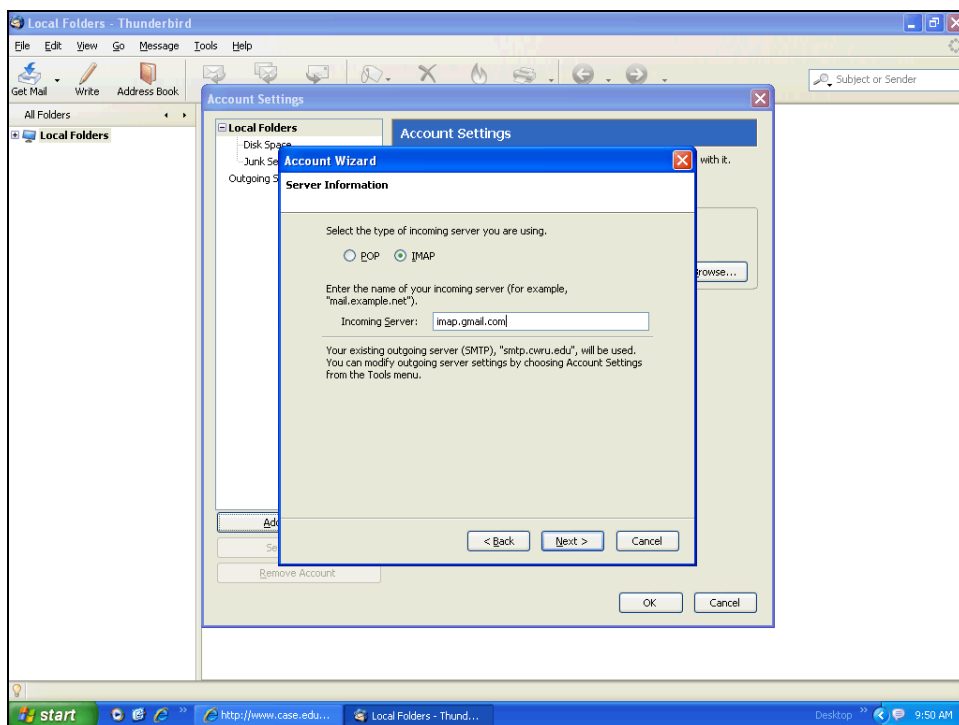


| Step | Action |
|------|---|
| 3. | Click on the Forwarding and POP/IMAP tab.  |
| 4. | Locate the section titled IMAP Access :, click the Enable IMAP radio button.  |
| 5. | Click the Save Changes button at the bottom of the screen.  |

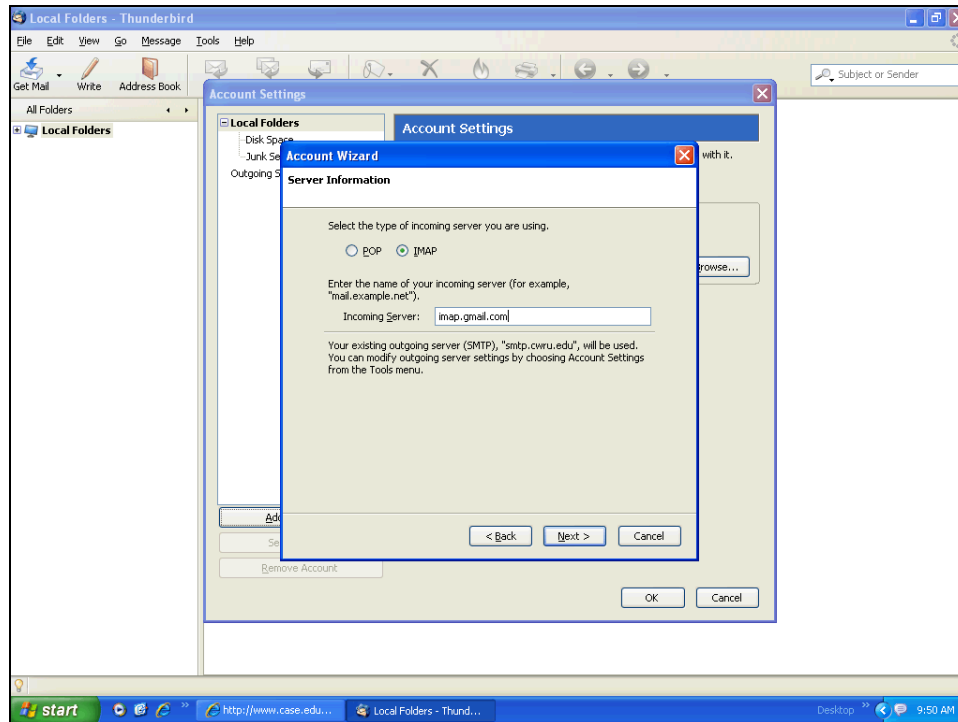


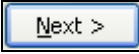

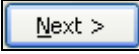
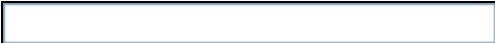
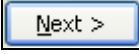
| Step | Action |
|------|---|
| 6. | Open Thunderbird. Click the Tools menu.  |
| 7. | Select the Account Settings list item.  |
| 8. | The Account Settings window appears. Click the Add Account... button.  |
| 9. | The Account Wizard window appears. Click the Email account checkbox option. Important: DO NOT select Gmail. |
| 10. | Click the Next > button.  |
| 11. | Enter your name as you would like it to appear in your email recipients' inboxes into the Your Name: field.  |
| 12. | Enter your " <i>first.last@case.edu</i> " Case email address into the Email Address: field.  |

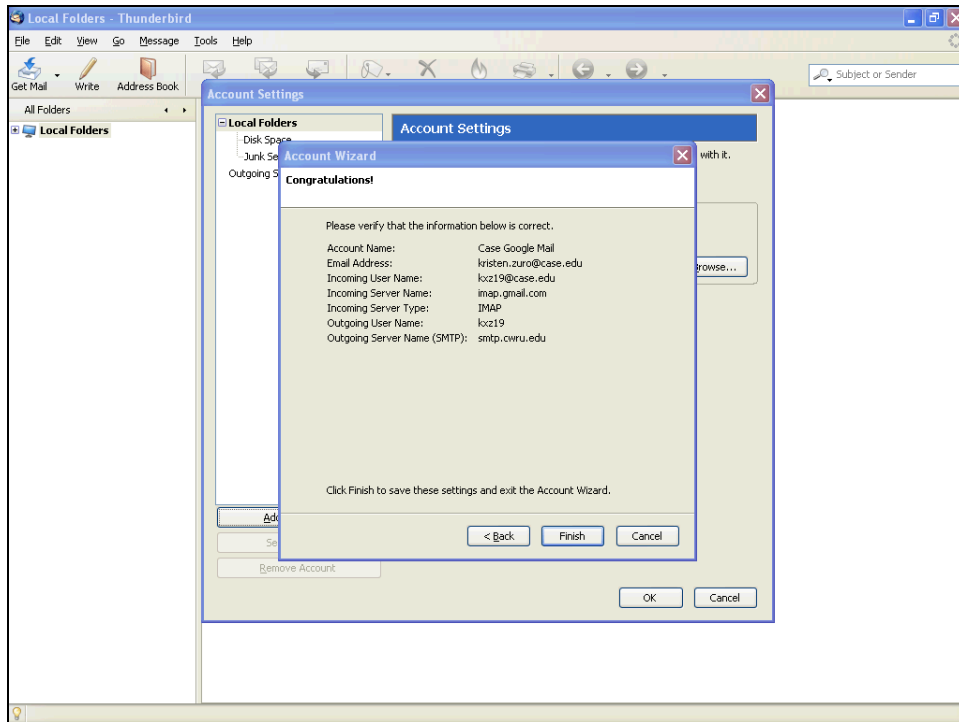
| Step | Action |
|------|--|
| 13. | Click the Next > button.  |
| 14. | Click the IMAP radiobutton.  |
| 15. | Enter " imap.gmail.com " into the Incoming Server: field.  |



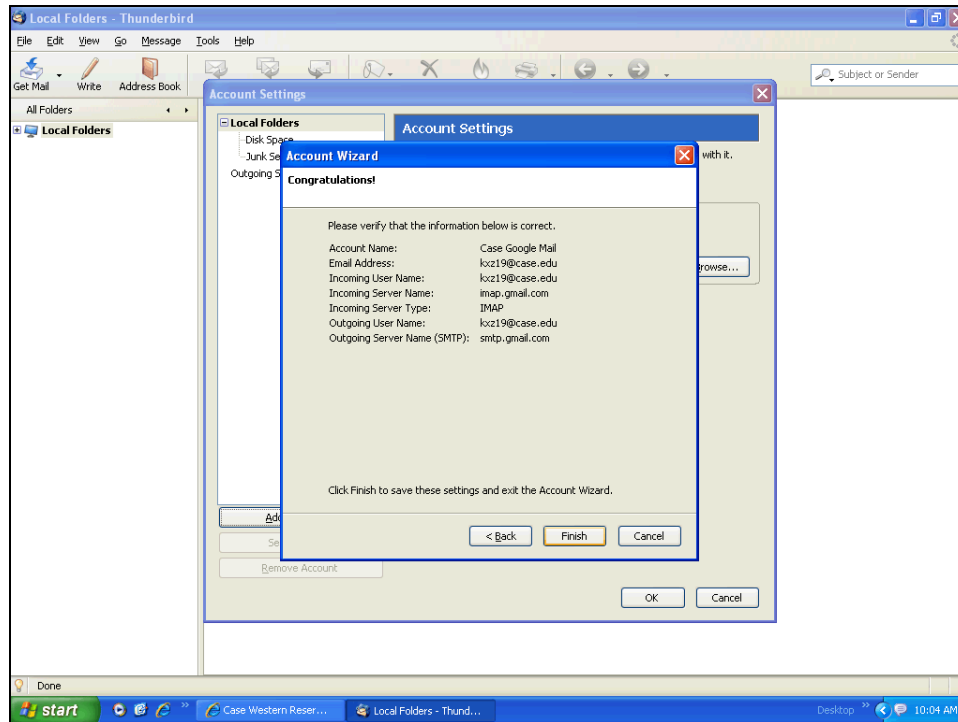
| Step | Action |
|------|--|
| 16. | If prompted for an Outgoing Server , enter " smtp.cwru.edu " into the field. |




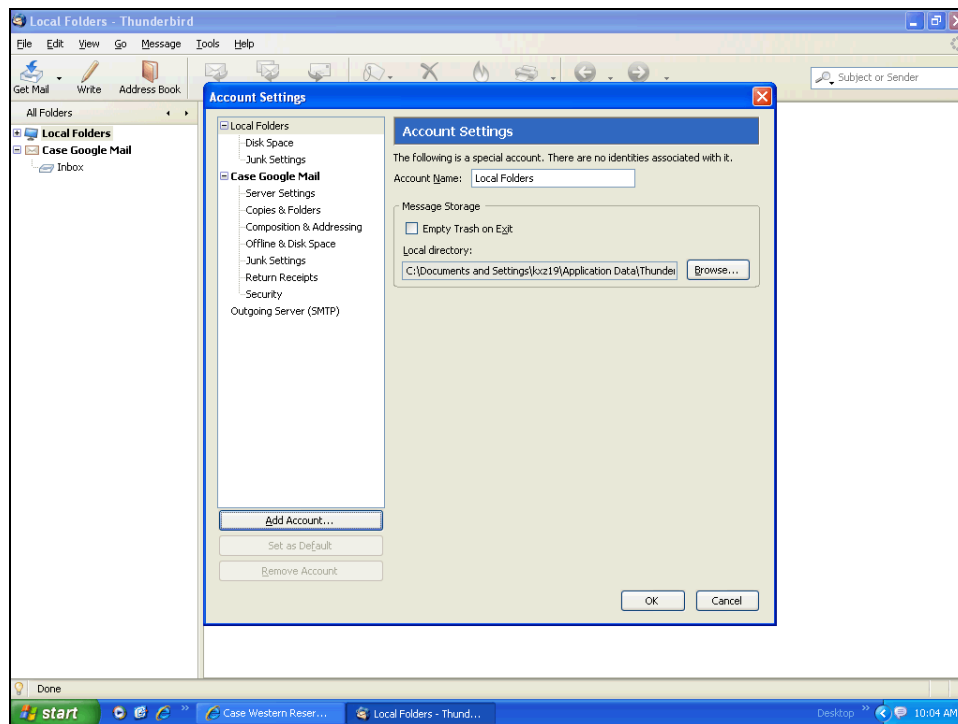
| Step | Action |
|------|--|
| 17. | Click the Next > button.  |
| 18. | Your Case Network ID appears in the Incoming User Name: field. Enter " @case.edu " immediately following your ID, as in "qxg98@case.edu."  |
| 19. | Your Case Network ID appears in the Outgoing User Name: field. Do not append "@case.edu" after it. |
| 20. | Click the Next > button.  |
| 21. | In the Account Name: field, enter a name of your preference, such as " Case Google Mail " or " Case Mail ".  |
| 22. | Click the Next > button.  |

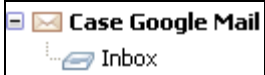


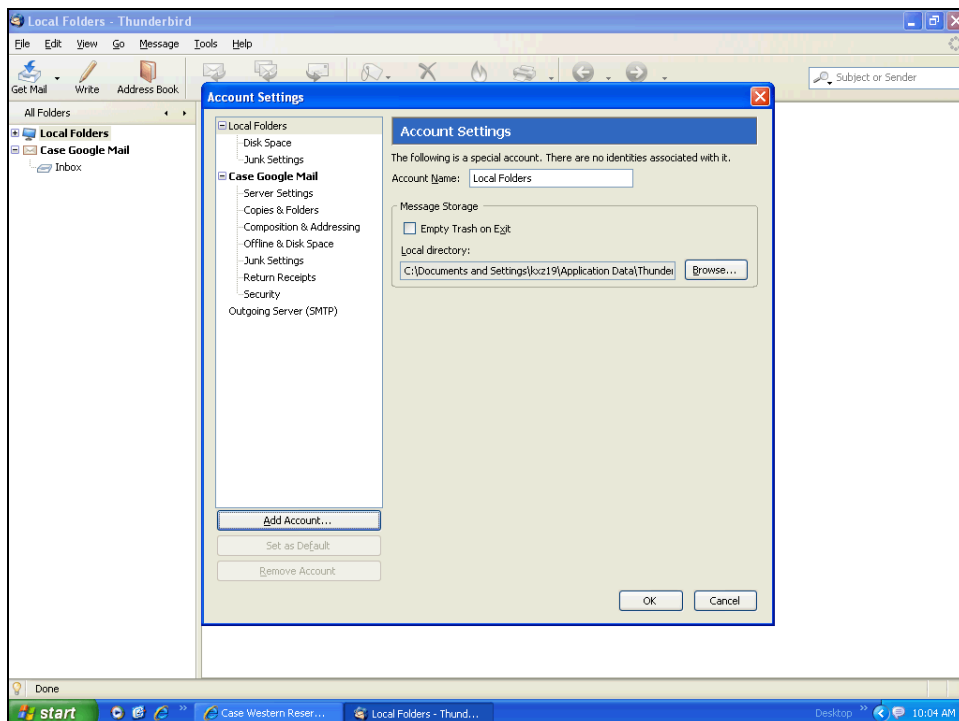
| Step | Action |
|------|--|
| 23. | <p>A summary of your settings appears. Verify that your settings look the same as in this image.</p> <p>If an incorrect setting is found, click the Back button to find the appropriate screen and change it.</p> |

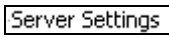





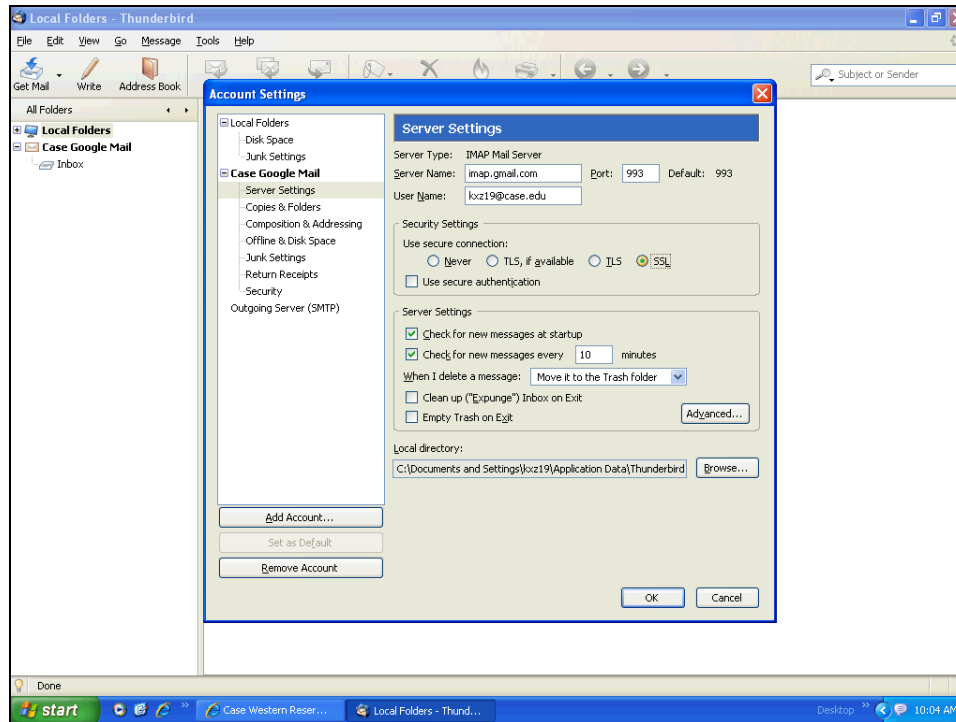
| Step | Action |
|------|--|
| 24. | Click the Finish button. <div style="text-align: center; margin-top: 10px;">  </div> |



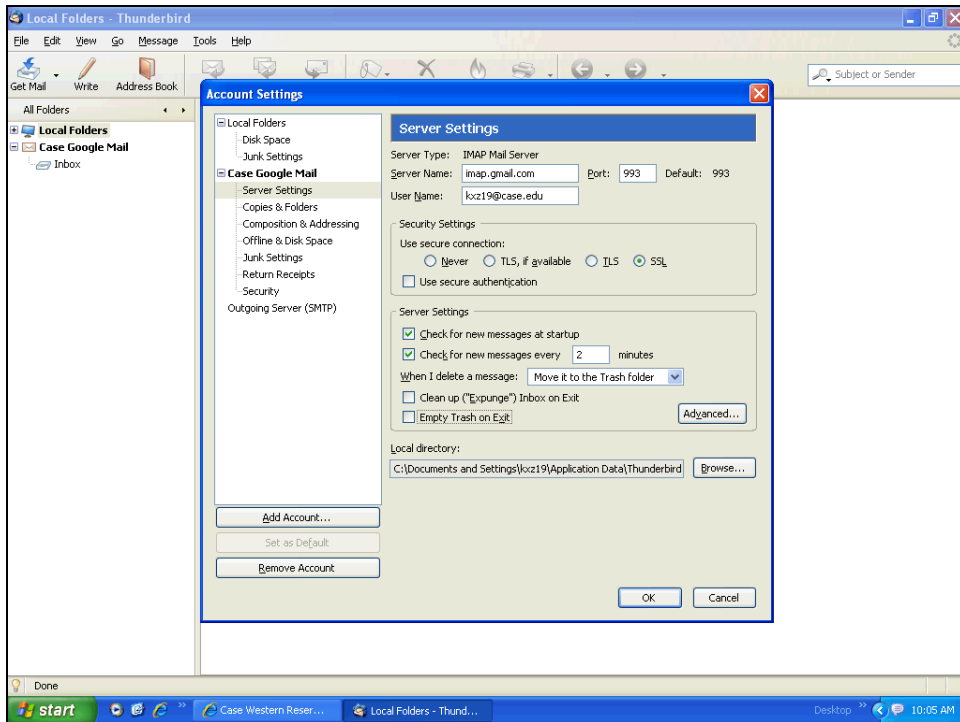
| Step | Action |
|------|--|
| 25. | <p>Thunderbird will try to connect to the Google IMAP server but will not be able to do so, because the proper ports and passwords have not been set. Thunderbird will time-out in about 30 seconds. When the box displaying that the connection was not available appears, dismiss it by clicking the OK button.</p>  |


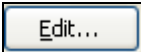



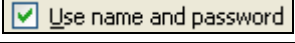



| Step | Action |
|------|---|
| 26. | <p>The Account Settings window appears.</p> <p>Click the Server Settings tree item.</p>  |
| 27. | <p>Enter "993" into the Port: field.</p>  |
| 28. | <p>Verify that your Case Network ID and @case.edu appear in the User Name: field. For example, "qrg12@case.edu."</p>  |
| 29. | <p>Under Security Settings, click the SSL option.</p>  |

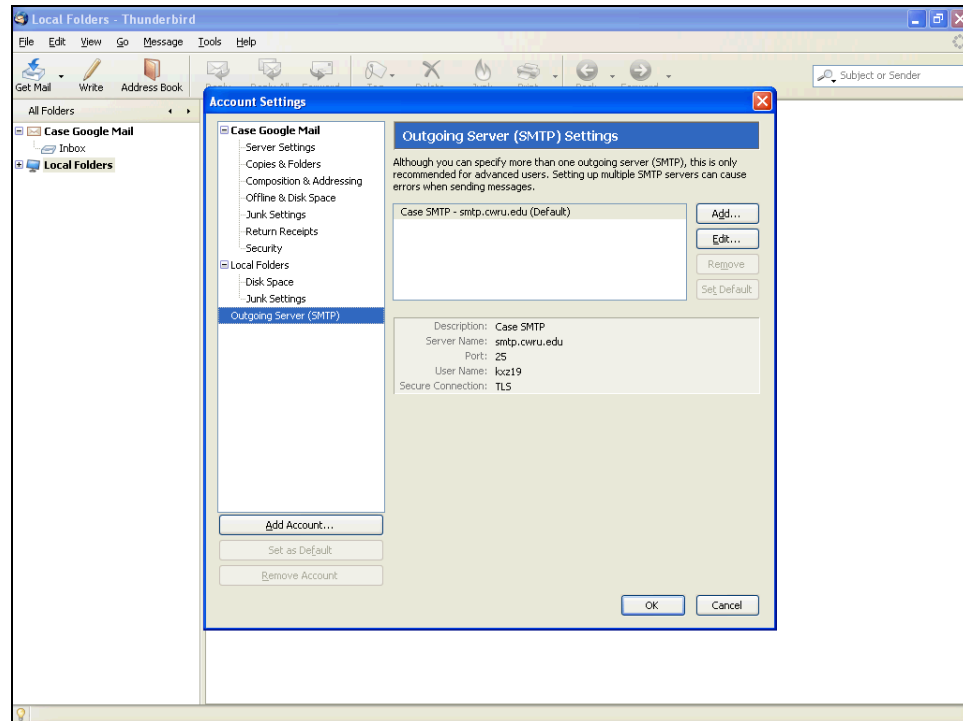


| Step | Action |
|------|---|
| 30. | <p>The values selected in the Server Settings box tell Thunderbird when to check for new mail and what to do with deleted messages.</p> <p>Review the settings and make changes as desired.</p> |

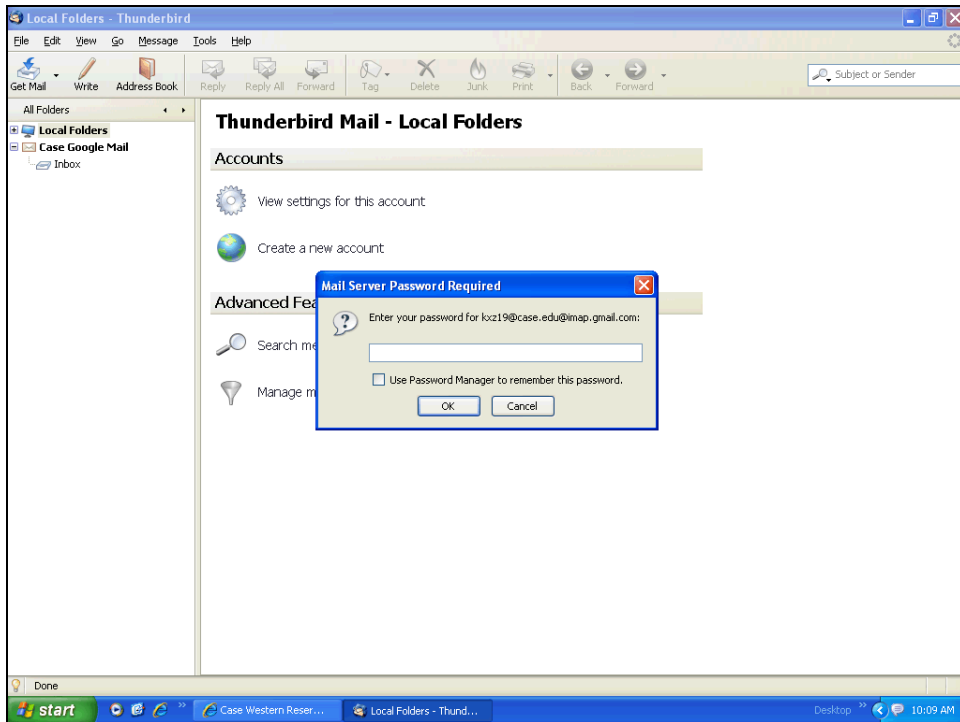


| Step | Action |
|------|--|
| 31. | Click the Outgoing Server (SMTP) tree item.  |
| 32. | The smtp.cwru.edu server should be highlighted in the Outgoing Server Settings field. If it is not, click on it once. Click the Edit... button.  |
| 33. | The SMTP Server window appears. In the Settings group, enter " Case SMTP " into the Description: field.  |
| 34. | The server " smtp.cwru.edu " should appear in the Server Name: field.  |
| 35. | The Port: field should contain " 25 ".  |
| 36. | In the Security and Authentication group, ensure that the Use name and password checkbox option is checked.  |
| 37. | Verify that the User Name: field contains only your Case Network ID (no @case.edu).  |

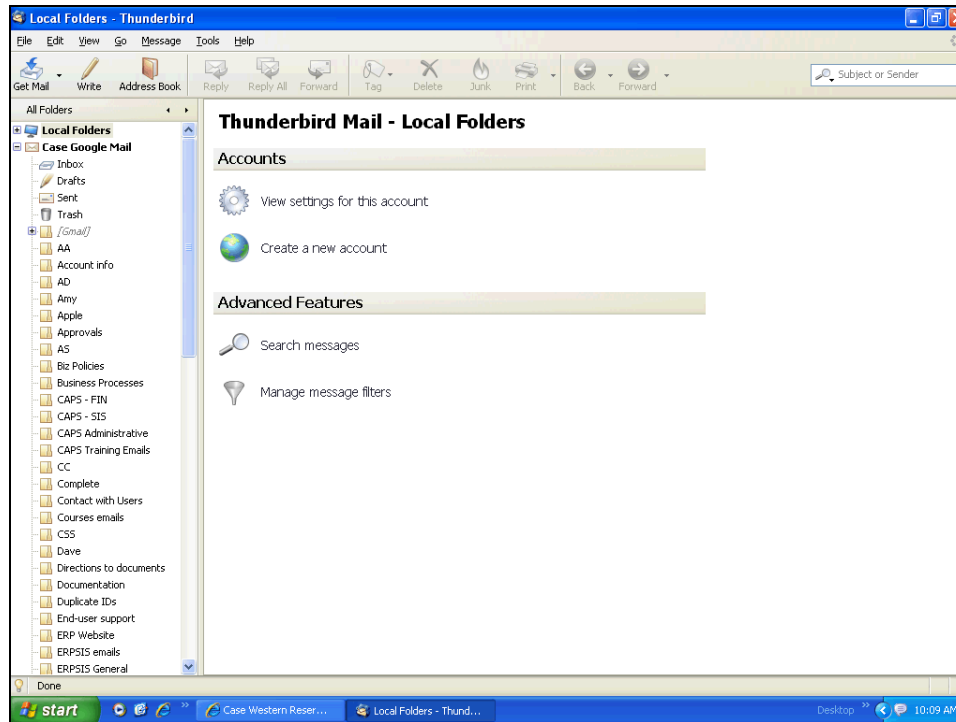
| Step | Action |
|------|---|
| 38. | Select the TLS, if available radiobutton. <input type="radio"/> TLS |
| 39. | Click the OK button. <input type="button" value="OK"/> |



| Step | Action |
|------|--|
| 40. | Click the OK button. <input type="button" value="OK"/> |



| Step | Action |
|------|--|
| 41. | <p>Thunderbird will ask for your Google Apps password before downloading your email. This password may be different from your Case Network ID password. If necessary, go to http://www.case.edu/its/services/GoogleApps.htm to reset your password for Google Apps only.</p> <p>Please note: the first time you send a message from Thunderbird, the program will ask you for your Case Network ID password before sending mail.</p> <div data-bbox="345 1234 927 1276" style="border: 1px solid black; height: 20px; width: 358px;"></div> |
| 42. | <p>Click the OK button.</p> <div data-bbox="345 1325 483 1373" style="border: 1px solid black; padding: 2px; display: inline-block;">OK</div> |



| Step | Action |
|------|--|
| 43. | <p>Your Case Google Mail will appear in the Folder pane to the left of the Thunderbird window.</p> <p>If you utilized Labels in your Case Google inbox, those labels will become folders beneath the Case Google Mail inbox.</p> |
| 44. | <p>This completes the process of setting up Thunderbird to read your Case Google Mail through an IMAP server.</p> <p>End of Procedure.</p> |