

Using Case Google Mail and Google Apps

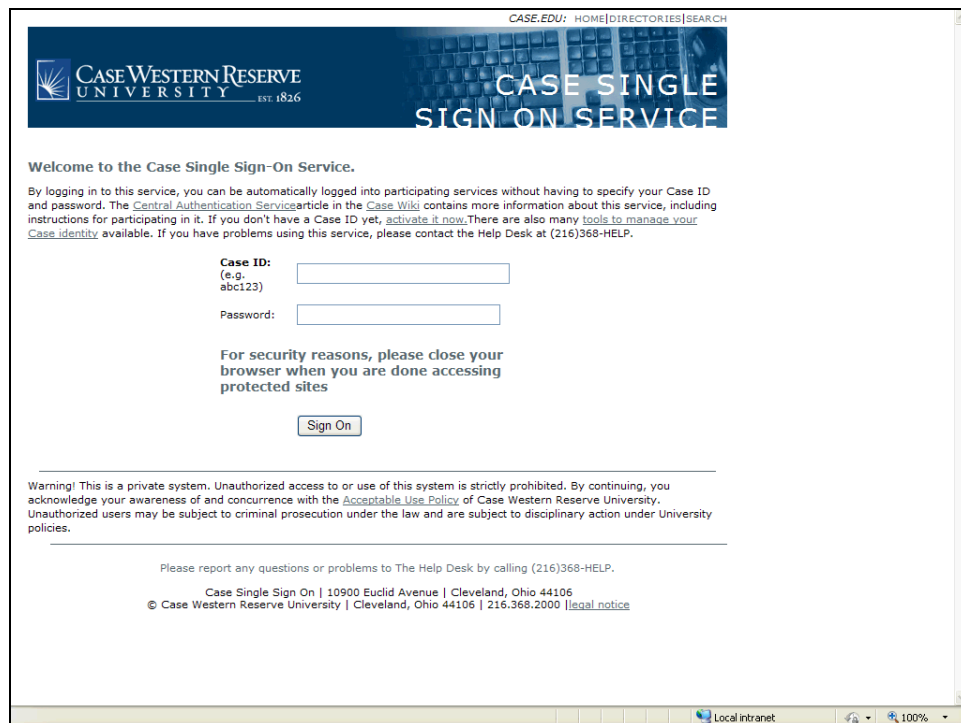
Setting Up Thunderbird to Receive Google Mail

Initial Set Up of Thunderbird with POP

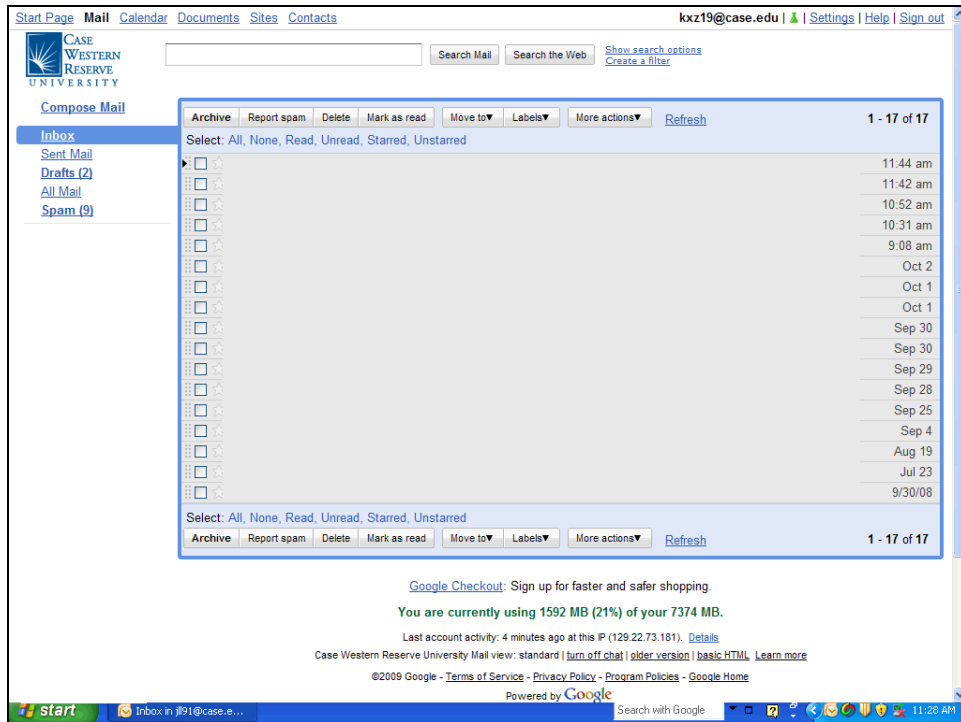
This process document describes the settings that must be made in the Thunderbird email client in order for it to download Case Google Mail through a POP server. The directions in this document are intended for users who are setting up Thunderbird for the first time. For directions on how to update your 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

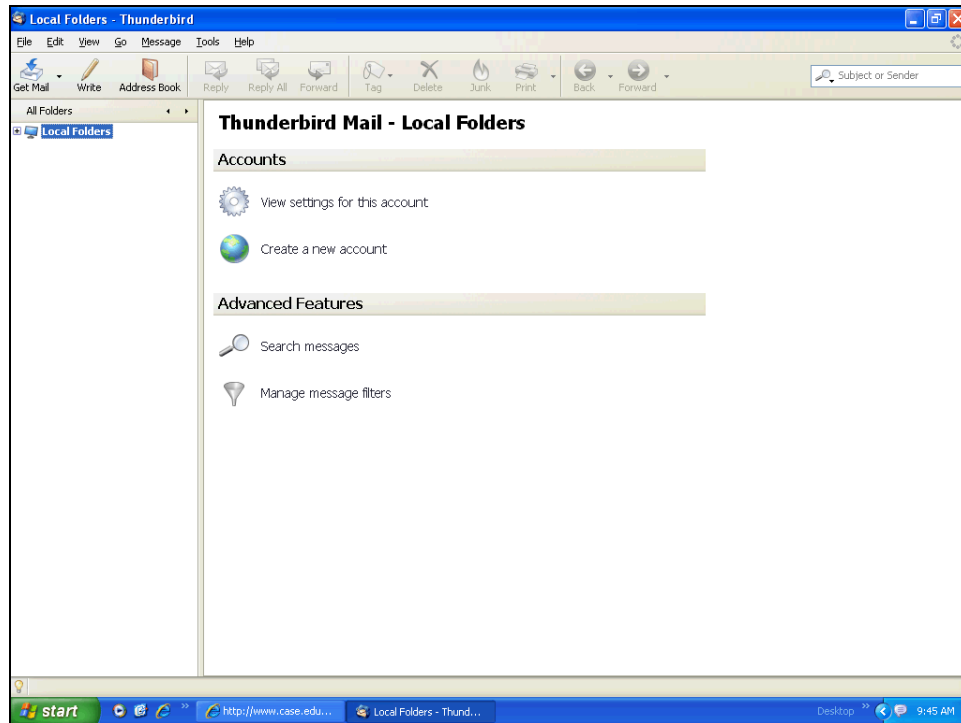
Use this process to set up Thunderbird for the first time to retrieve the contents of your Case Google Mail account through a POP server.








Step	Action
1.	Begin by logging into your Case Google Mail at http://webmail.case.edu . <input type="button" value="Sign On"/>

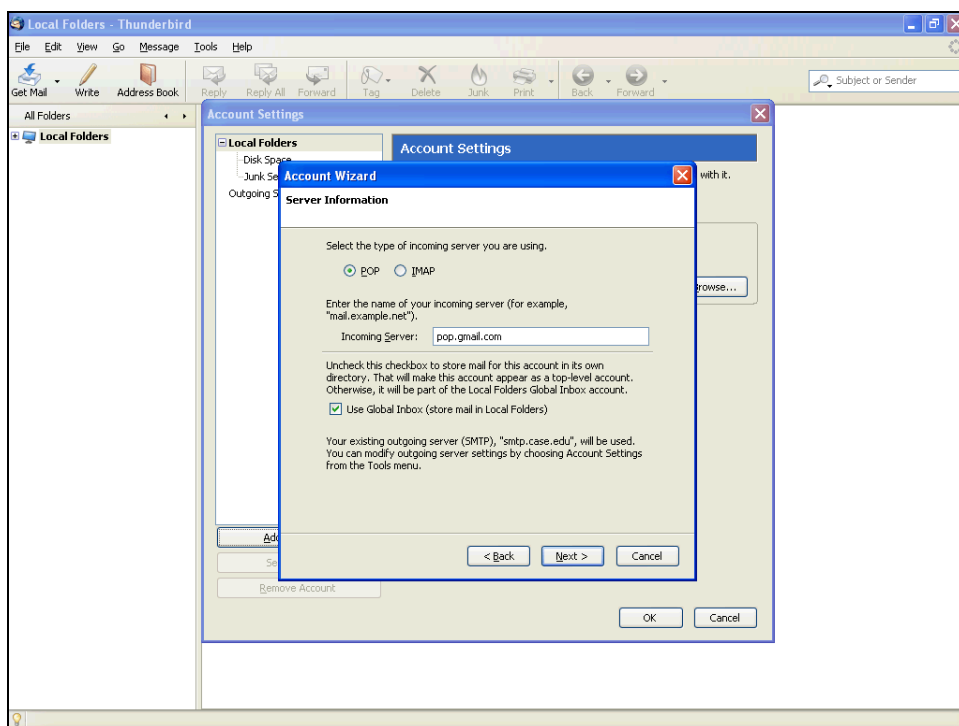


Step	Action
2.	Click on the Settings link in the top right corner of the window. 
3.	Click on the Forwarding and POP/IMAP tab. 
4.	Locate the section titled POP Download: and select the appropriate action. Select Enable POP for all mail to have the entire contents of Case Google Mail downloaded to your 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. 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
6.	Click the Save Changes button to enable POP. 

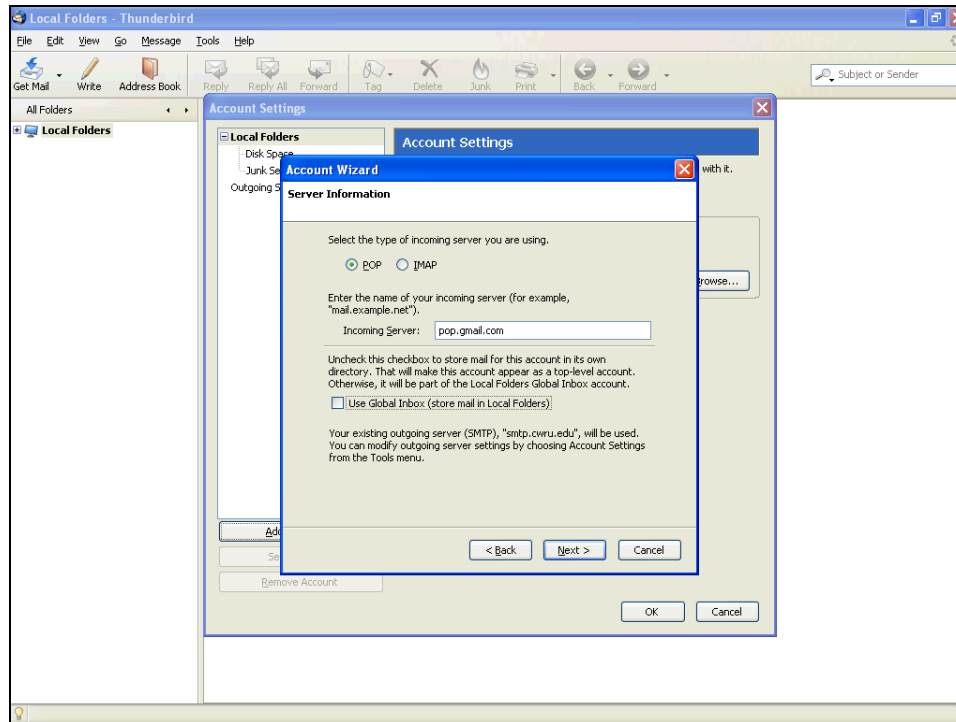


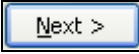

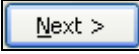
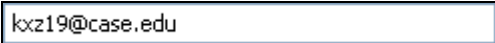
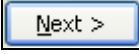
Step	Action
7.	Open Thunderbird. Click the Tools menu. 
8.	Select the Account Settings list item. 
9.	The Account Settings window appears. Click the Add Account... button. 
10.	The Account Wizard window appears. Click the Email account checkbox option. Important: DO NOT select Gmail.
11.	Click the Next > button. 
12.	Enter your name as you would like it to appear in your email recipients' inboxes into the Your Name: field. 

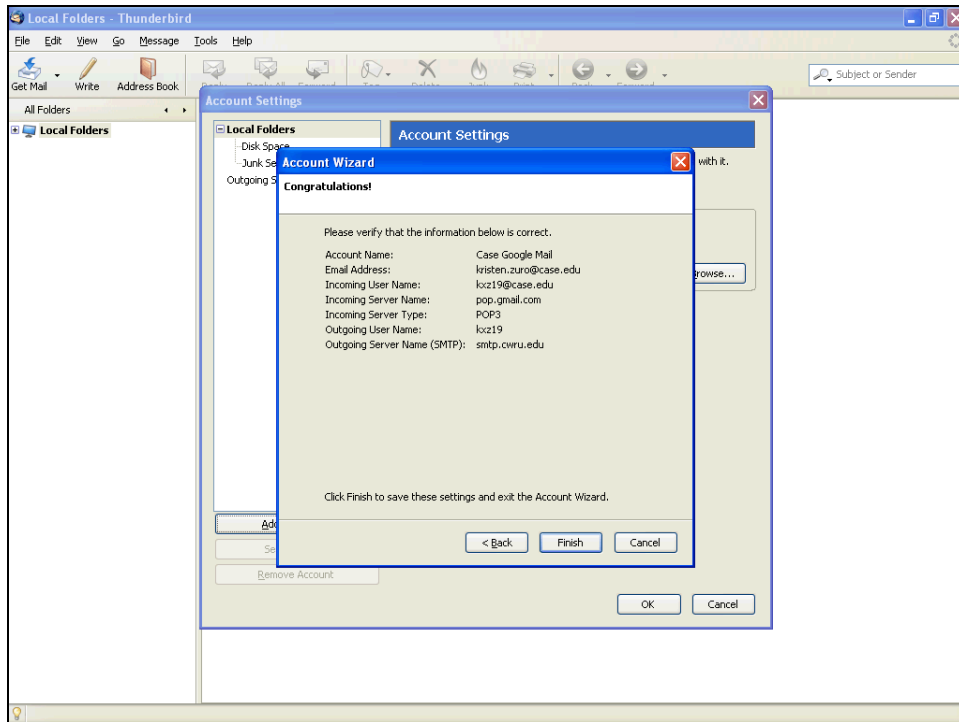
Step	Action
13.	Enter your " <i>first.last@case.edu</i> " Case email address into the Email Address: field. <input type="text"/>
14.	Click the Next > button. <input type="button" value="Next >"/>
15.	Click the POP radiobutton. <input type="radio"/> POP
16.	Enter " pop.gmail.com " into the Incoming Server: field. <input type="text"/>



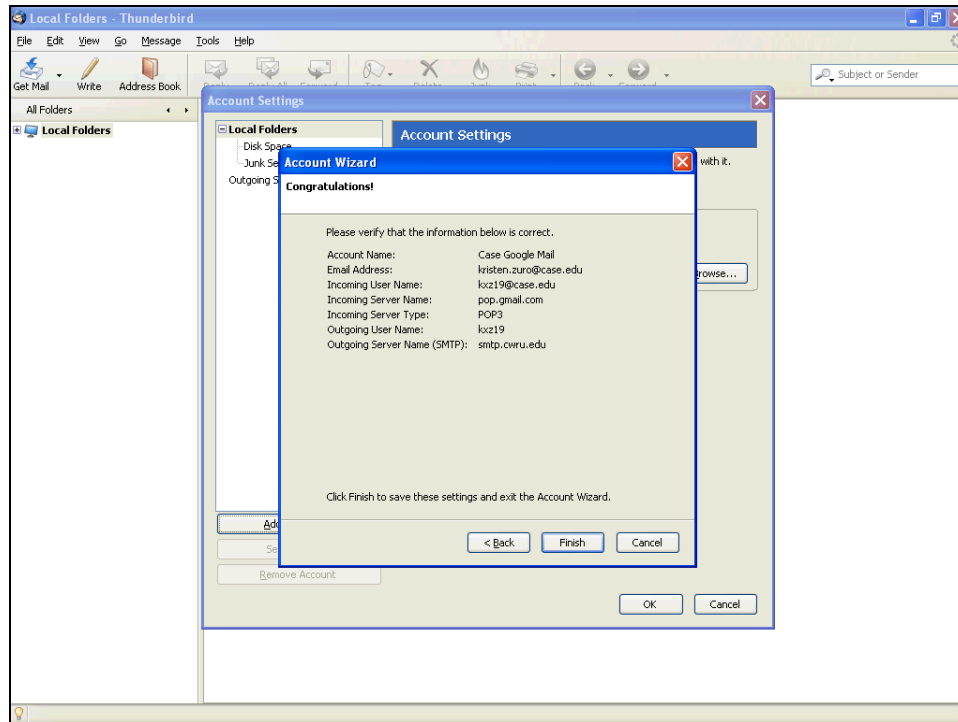
Step	Action
17.	By default, the Use Global Inbox checkbox option is selected. This will cause your email to be stored in the Local Folders of Thunderbird. Uncheck this option if you prefer to have your Case email appear in its own folder above the Local Folders. <input checked="" type="checkbox"/> Use Global Inbox (store mail in Local Folders)
18.	If prompted for an Outgoing Server , enter " smtp.cwru.edu " into the field.



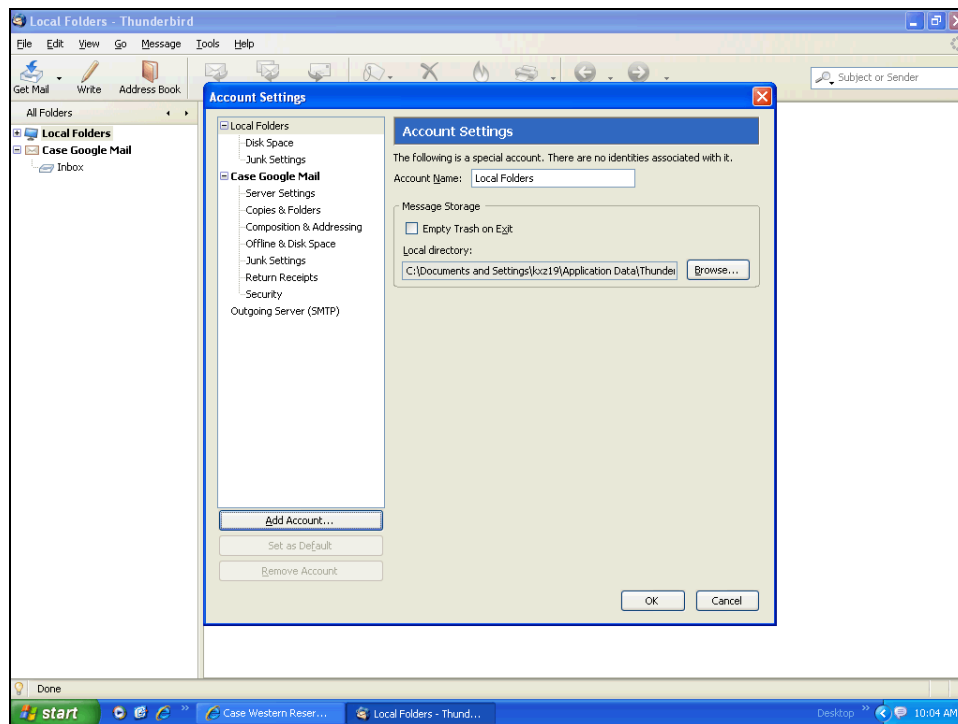
Step	Action
19.	Click the Next > button. 
20.	Enter your Case Network ID into the Incoming User Name: field with " @case.edu " immediately following it, as in "qxg98@case.edu". 
21.	Enter your Case Network ID into the Outgoing User Name: field. Do not append "@case.edu" after the ID.
22.	Click the Next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

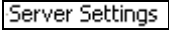

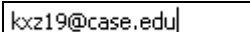



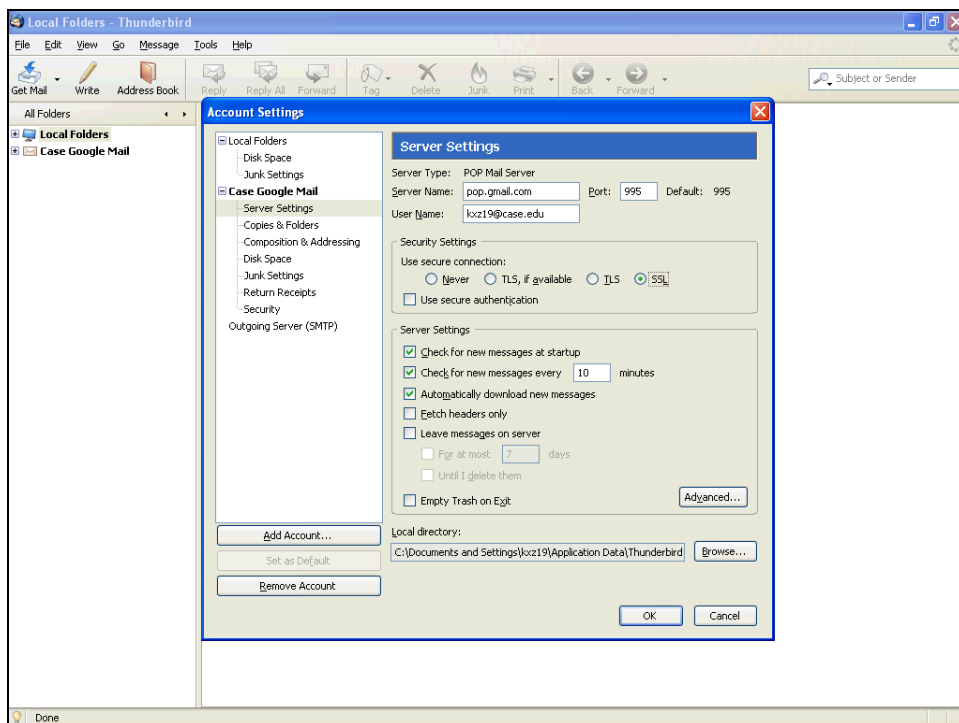
Step	Action
25.	<p>A summary of your settings appears. Verify that your settings look the same as in this image.</p> <p>If an incorrect setting is found, click the Back button to find the appropriate screen and change it.</p> <p>If the option Download Messages Now appears in the window, make sure that the checkbox is NOT checked.</p>



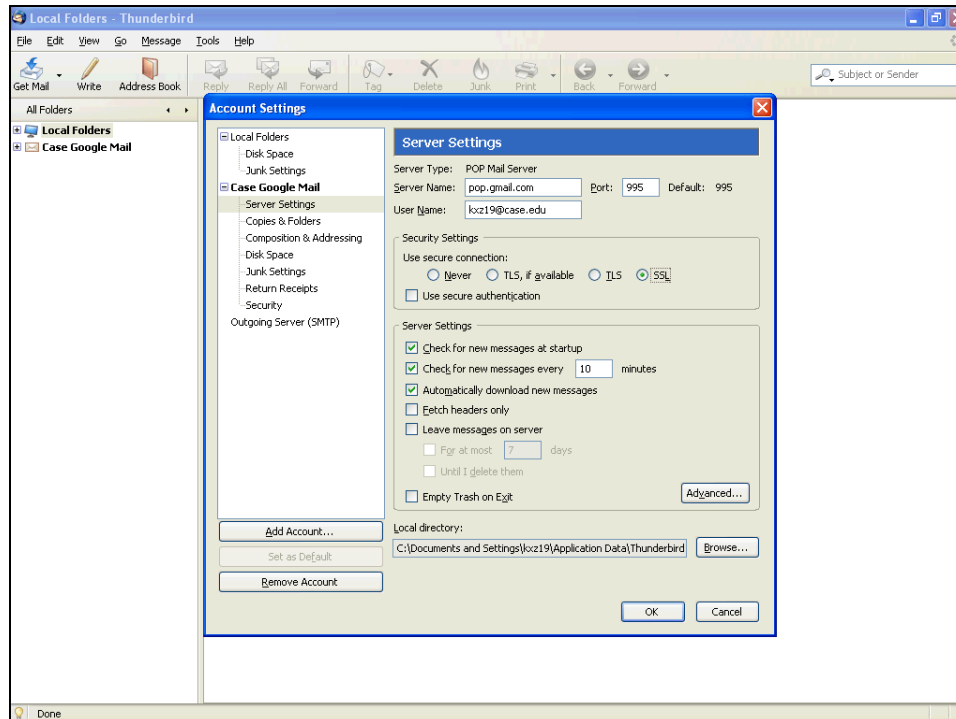
Step	Action
26.	Click the Finish button. <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-top: 10px;"> Finish </div>

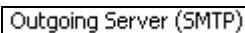
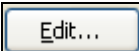
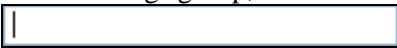


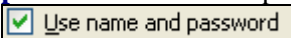



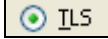


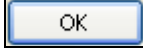
Step	Action
27.	The Account Settings window appears. Click the Server Settings tree item. 
28.	Enter "995" into the Port: field. 
29.	Verify that your Case Network ID appears in the User Name: field, followed by "@case.edu." 
30.	Under Security Settings, click the SSL option. 

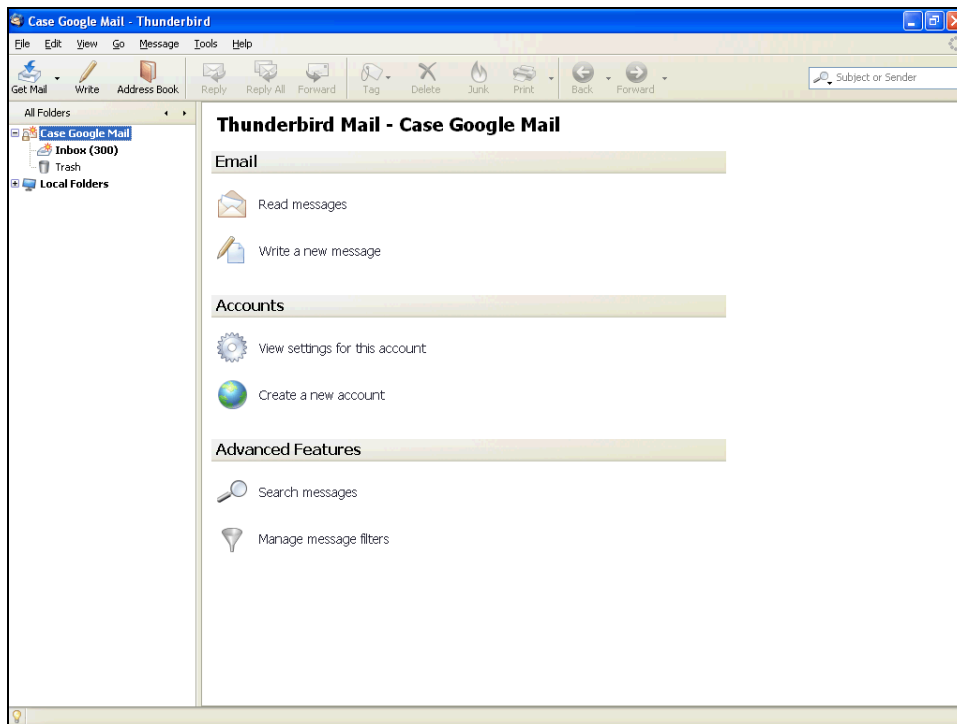


Step	Action
31.	The values selected in the Server Settings box tell Thunderbird when to check for new mail and what to do with deleted messages. Review the settings and make changes as desired.



Step	Action
32.	Click the Outgoing Server (SMTP) tree item. 
33.	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. 
34.	The SMTP Server window appears. In the Settings group, enter " Case SMTP " into the Description: field. 
35.	Verify that " smtp.cwru.edu " appears in the Server Name: field. 
36.	The Port: field should contain " 25 ". 
37.	In the Security and Authentication group, ensure that the Use name and password checkbox option is checked. 
38.	Enter your Case Network ID into the User Name: field. 

Step	Action
39.	Select the TLS radiobutton. 
40.	Click the OK button. 
41.	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. 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. 
42.	Click the OK button. 



Step	Action
43.	Your Case Google Mail will appear in the Folder pane to the left of the Thunderbird window, and your email messages will begin to appear according to the POP settings you made in your Case Google Mail account.

Step	Action
44.	This completes the process of setting up Thunderbird to read your Case Google Mail through a POP server. End of Procedure.