

# Using Case Google Mail and Google Apps

## Apple Mail

### Setting up Mail to Receive Case Google Mail


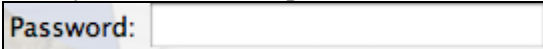

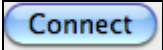
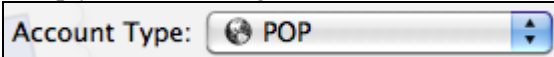
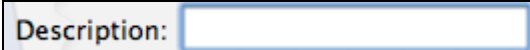
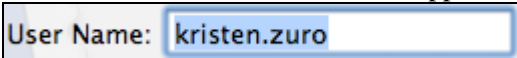


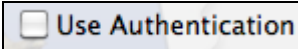
Use this process to set up a Mac Mail client to receive Case Google Mail. This process demonstrates the steps for setting Mail to receive email through either a POP or IMAP server, and can be used by both current and new users of Mail.



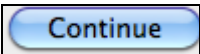
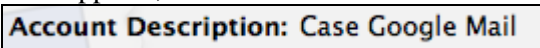
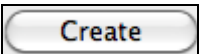
#### Procedure

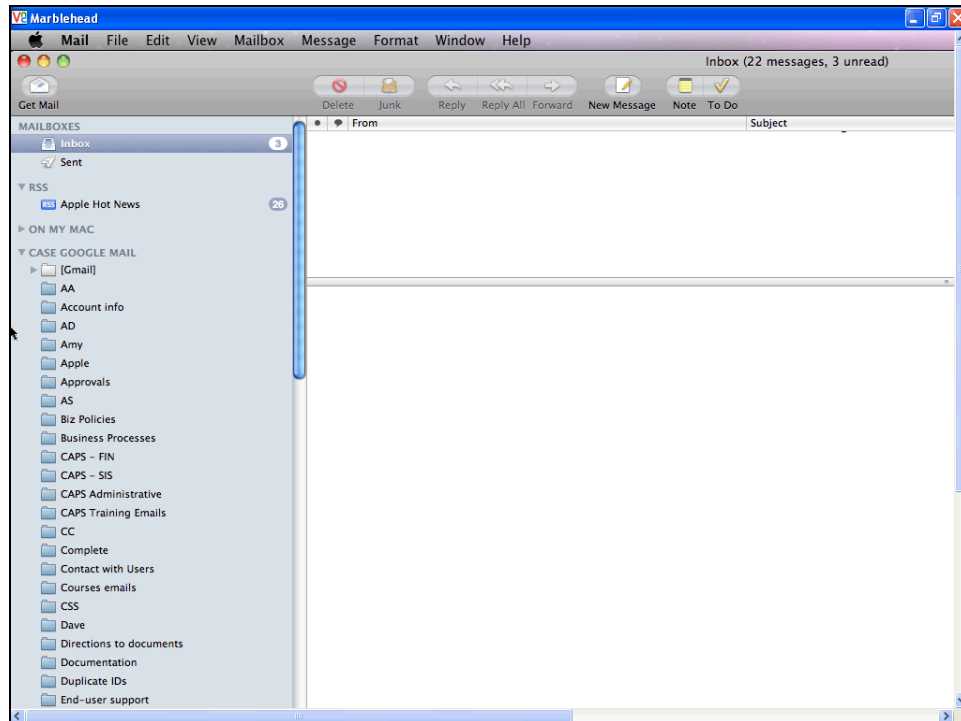
Use this process to set up Mac Mail to receive Case Google Mail.


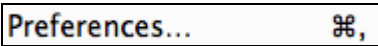



Step	Action
1.	From the Dock or Finder, open Mail.
2.	<p>If this is the first time you have opened Mail, the Welcome to Mail screen appears.</p> <p>If you do not see a Welcome to Mail screen, click on the <b>Mail</b> menu. Click on the <b>Preferences</b> menu item. Click on the <b>Accounts</b> button. Click the + sign to add an account.</p> <p><b>Welcome to Mail</b></p>
3.	<p>Enter your name as you'd like it to appear in your emails into the <b>Full Name</b> field.</p> <p>Full Name: <input type="text"/></p>

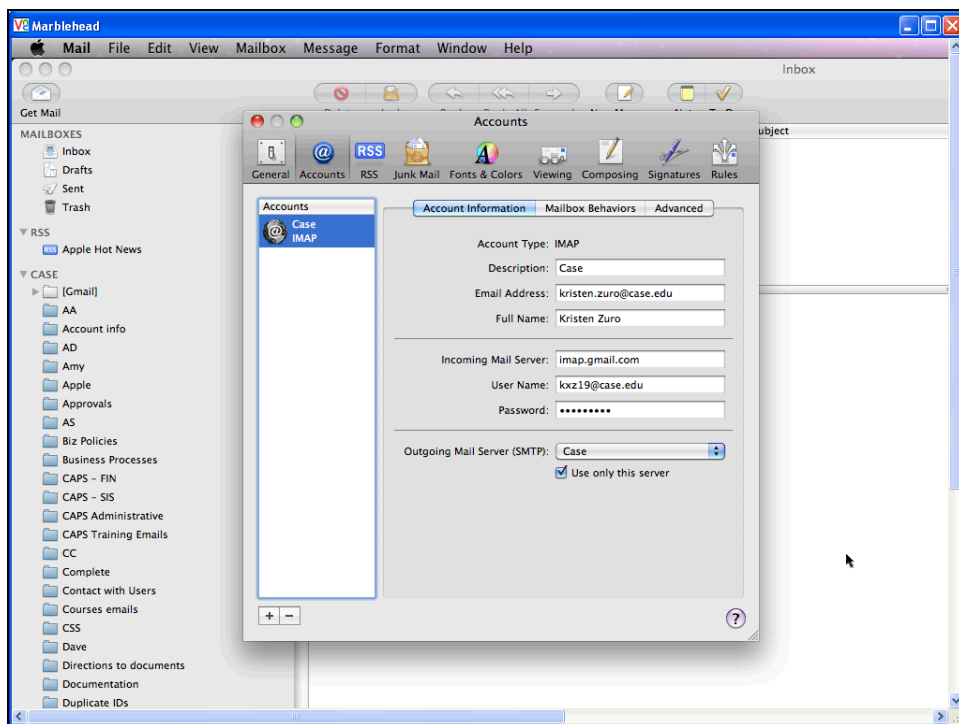
Step	Action
4.	Enter your email address as you'd like it to appear in email correspondence - either your Case Net ID@case.edu or first.last@case.edu - into the <b>Email Address</b> field. 
5.	Enter your Case Net ID password into the <b>Password</b> field. 
6.	Click the <b>Continue</b> button. 
7.	If a Verify Certificate window appears, click the <b>Connect</b> button. 
8.	The Incoming Mail server screen appears.  In the <b>Account Type</b> dropdown list, select IMAP or POP, depending on how you set up your Case Google Mail. 
9.	Enter " <b>Case Google Mail</b> " into the <b>Description</b> field. 
10.	Enter the appropriate server path into the <b>Incoming Mail Server</b> field.  If you set up your Case Google Mail for an IMAP server, enter " <b>imap.gmail.com</b> ".  If you set up you Case Google Mail for a POP server, enter " <b>pop.gmail.com</b> ".
11.	Enter your Case Network ID into the <b>User Name</b> field.  If the IMAP server was used, enter " <b>@case.edu</b> " following your Case Net ID In the <b>User Name</b> field.  If the POP server was used, do not append "@case.edu" to your Case Net ID. 
12.	Click the <b>Continue</b> button. 
13.	The Outgoing Mail Server screen appears.  Enter " <b>Case SMTP</b> " into the <b>Description</b> field. 
14.	Enter " <b>smtp.cwru.edu</b> " into the <b>Description</b> field.
15.	Click the <b>Use Authentication</b> checkbox option. 

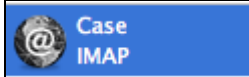


Step	Action
16.	Enter your Case Net ID into the <b>User Name</b> field. 
17.	Enter your Case Net ID password into the <b>Password</b> field. 
18.	Click the <b>Continue</b> button. 
19.	The Account Summary screen appears. Verify that all information is correct. If an error appears, use the <b>Go Back</b> button to locate and correct the error. 
20.	Click the <b>Create</b> button. 

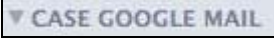



Step	Action
21.	Click the <b>Mail</b> menu. 
22.	Click the <b>Preferences</b> list item. 

Step	Action
23.	<p>The Preferences screen appears.</p> <p>Click the <b>Accounts</b> tab.</p> 



Step	Action
24.	<p>The Accounts screen appears. It contains the information that was entered to set up Mail to receive Case Google Mail. Changes can be made from this screen on the <b>Account Information</b>, <b>Mailbox Behaviors</b>, and <b>Advanced</b> tabs.</p> 
25.	<p>Close the Accounts screen.</p> 
26.	<p>Your Case Google Mail inbox can be viewed under the Mailboxes header. The Inbox will display only the messages in your Case Google Mail inbox.</p> 

Step	Action
27.	Your Case Google Mail account appears in the lefthand pane of the Mail window. If the IMAP server was used, any folders or labels that were created in your iPlanet or Google mailbox will appear under the <b>Case Google Mail</b> header. 
28.	Click on the <b>[Gmail]</b> folder to see the All Mail, Drafts, Sent Mail, Spam, Starred, and Trash folders that are stored on the Google Mail server. 
29.	This completes the process of setting up Mail to receive Case Google Mail. <b>End of Procedure.</b>