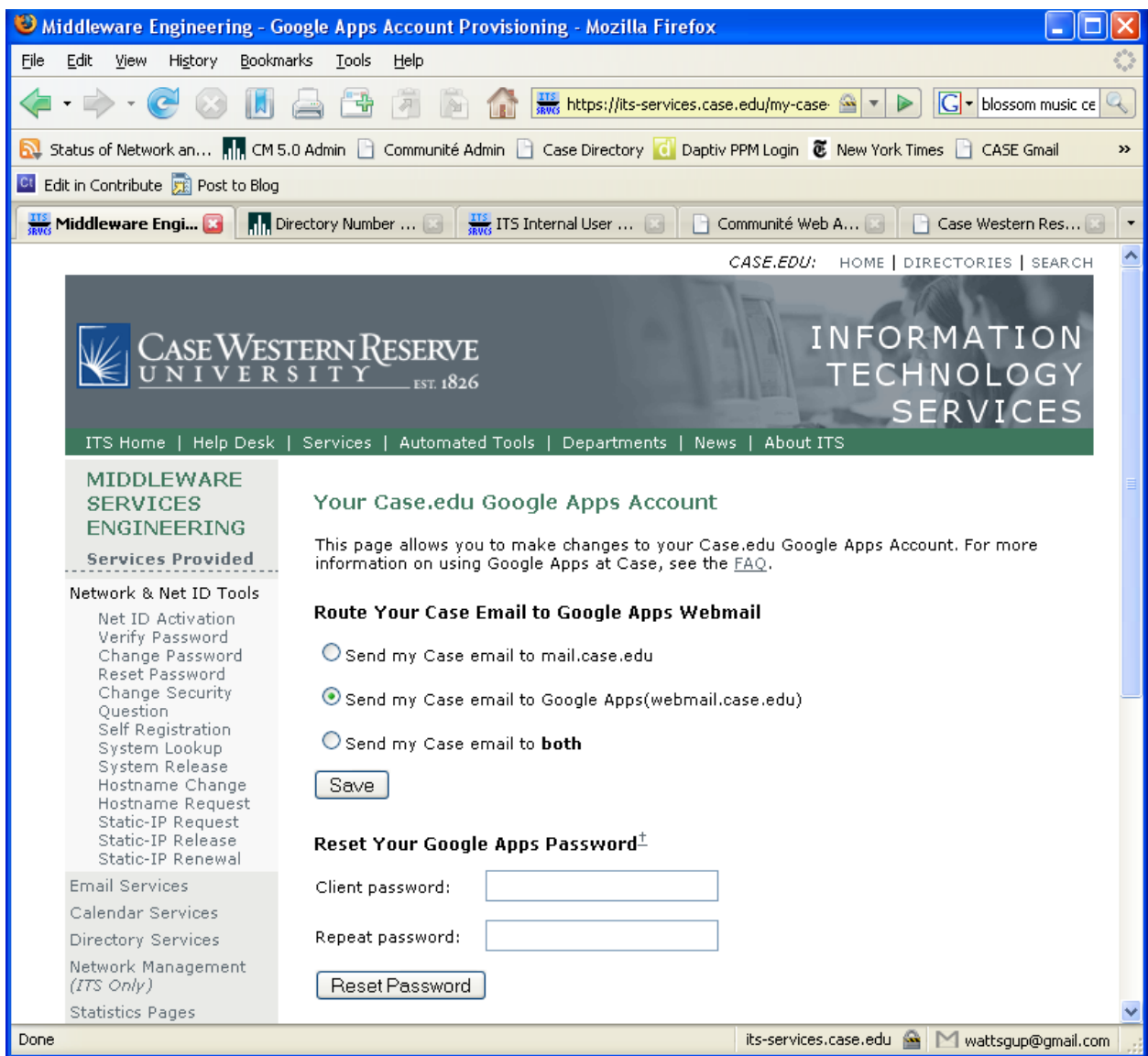


How to move your Outlook IMAP account to Google Apps

Step 1: Forward your Case email to Google Apps and create a password

1. Go to Case Google Apps Account page at <https://its-services.case.edu/my-case-identity/google-apps/index.cgi>. If you have not already signed into Single Sign On, do so here.
2. Choose where to send your email. If you want to test how Google Apps works, choose the “Both” option. Don’t forget to change it later to only Google.
3. Create a Google Apps password and enter it twice.
4. Click Enable My Google Account.
5. You will see a confirmation page that looks similar to the picture below. This is the page that will be displayed if you want to change your email routing.



Step 2: Create an IMAP Gmail account

1. If you are still on the Case Google Apps Account page, click on the link for Google Apps Gmail or <http://webmail.case.edu> (if you have not already signed into Single Sign On, do so here). You will need to read and accept the Legal Agreement.
2. A browser will then open with your new Case Gmail account. This is the URL you should bookmark for viewing your email when you are not using your Outlook client.
3. In the top right corner, to the right of your abc123@case.edu email address, click on the Settings link.
4. Start with the General tab and fill in any information you'd like, including the Signature you would like automatically entered at the bottom of each email. Notice that this is also the page you come back to when you want to set a "vacation" message.

Case Western Reserve University - Settings - pwg3@case.edu - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://mail.google.com/a/case.edu/?shva=1#settings/accounts

Status of Network an... CM 5.0 Admin Communité Admin Case Directory Daptiv PPM Login New York Times CASE Gmail Case Gmail - Calendar waltsgup Gmail Portal MWE GA Provisioning

Edit in Contribute Post to Blog

GoogleApps -... Case Wester... Case Wester... Communité ... Case IM Rost... Case Wester... The New Yor... Homepage of... Supported I... Middleware E... Case We...

Start Page Mail Calendar Documents more »

pwg3@case.edu | Settings | Older version | Help | Sign out

Case Western Reserve University

Compose Mail

Inbox Starred Chats Sent Mail Drafts All Mail Spam (197) Trash

Contacts

Chat

Search, add, or invite

Peggy Watts Gup Set status here

Jeff Gumpf Ron Ryan Tareq Altrashid Work From Home Dave Kovacic Ed Rynes John Sully sdh7

Options Add Contact

Labels

Google Apps INBOX/Case Inbox Junk E-mail (1)

Edit labels

Settings

General Accounts Labels Filters Forwarding and POP/IMAP Chat Web Clips

Send mail as:
(Use Case Western Reserve University to send from your other email addresses)
[Learn more](#)

Peggy Watts Gup <pwg3@case.edu> [edit info](#)
Reply-to address: peggy.gup@case.edu

[Add another email address](#)

When I receive a message sent to one of my addresses:

Reply from the same address the message was sent to

Always reply from my default address (currently pwg3@case.edu)
(Note: You can change the address at the time of your reply. [Learn more](#))

Get mail from other accounts:
(Download mail using POP3)
[Learn more](#)

[Add another mail account](#)

Change Password: Follow this link [Change Password](#) to reset your password.

Use the [search box](#) or [search options](#) to find messages quickly!

You are currently using 246 MB (3%) of your 6289 MB.
Case Western Reserve University view: standard | [turn off chat](#) | [basic HTML](#) | [Learn more](#)

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Powered by **Google**

Done

5. Go to the Accounts tab and at the top right, click on "edit information". If you want to change your name, make your changes here. We recommend you use your first.last@case.edu email address rather than the abc123@case.edu address for the "reply to" address. Be sure to click on **Save Changes**. If you wanted to combine email accounts into one Inbox, here is where you would do that.

- Go to the Forwarding and POP/IMAP tab. Make sure the Forwarding button is set to “Disable forwarding”. For IMAP access, click on the “Enable IMAP” button and click on SAVE CHANGES.

The screenshot shows the Gmail settings interface for the account pwg3@case.edu. The browser window title is "Case Western Reserve University - Settings - pwg3@case.edu - Mozilla Firefox". The address bar shows the URL: http://mail.google.com/aj/case.edu/?shva=1#settings/fwdandpop. The left sidebar contains navigation links for Compose Mail, Inbox, Starred, Chats, Sent Mail, Drafts, All Mail, Spam (197), Trash, and Contacts. The main content area is titled "Settings" and has several tabs: General, Accounts, Labels, Filters, Forwarding and POP/IMAP (selected), Chat, and Web Clips. The "Forwarding" section has two radio buttons: "Disable forwarding" (selected) and "Forward a copy of incoming mail to [email address] and keep Case Western Reserve University's copy in the Inbox". A tip below states: "Tip: You can also forward only some of your mail by [creating a filter!](#)". The "POP Download" section has three options: "1. Status: POP is disabled" (selected), "Enable POP for all mail", and "Enable POP for mail that arrives from now on". The "IMAP Access" section has two options: "1. Status: IMAP is enabled" (selected) and "Disable IMAP". At the bottom of the settings panel are "Save Changes" and "Cancel" buttons. Below the settings panel, there is a message: "Use the [search box](#) or [search options](#) to find messages quickly!". A storage notification states: "You are currently using 246 MB (3%) of your 6289 MB." At the bottom of the page, there is copyright information: "©2007 Google - [Terms of Use](#) - [Privacy Policy](#) - [Program Policies](#) - [Google Home](#)" and "Powered by [Google](#)".

Step 3: Configure Outlook 2007 email for Google Apps

1. Open your Outlook mailbox and click on the Tools pull down menu.
2. Click on Account Settings and the Email tab will appear. Click on "New"
3. The radio button will already be on the Microsoft Exchange, POP3, IMAP, or HTTP. Click on Next.

Add New E-mail Account

Choose E-mail Service

Microsoft Exchange, POP3, IMAP, or HTTP
Connect to an e-mail account at your Internet service provider (ISP) or your organization's Microsoft Exchange server.

Other
Connect to a server type shown below.

Outlook Mobile Service (Text Messaging)

< Back Next > Cancel

4. Enter your name as you want it to appear on your new mailbox.
5. Check the “manually configure” box and then Next.
6. Select “Internet E-mail Settings” and Next. Your name will already be filled in. For your email address, enter your first.last@case.edu email address.
7. Select IMAP and for the Incoming mail server, type: **imap.gmail.com**
8. Outgoing mail server (SMTP), type: **smtp.cwru.edu**
9. Username **must** be abc12@case.edu address
10. Enter your **Google Apps** password that you created in Step 1-3 on page 1.
11. Check the box for Remember password.
12. Click on the “More Settings” bar

Change E-mail Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information

Your Name:

E-mail Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

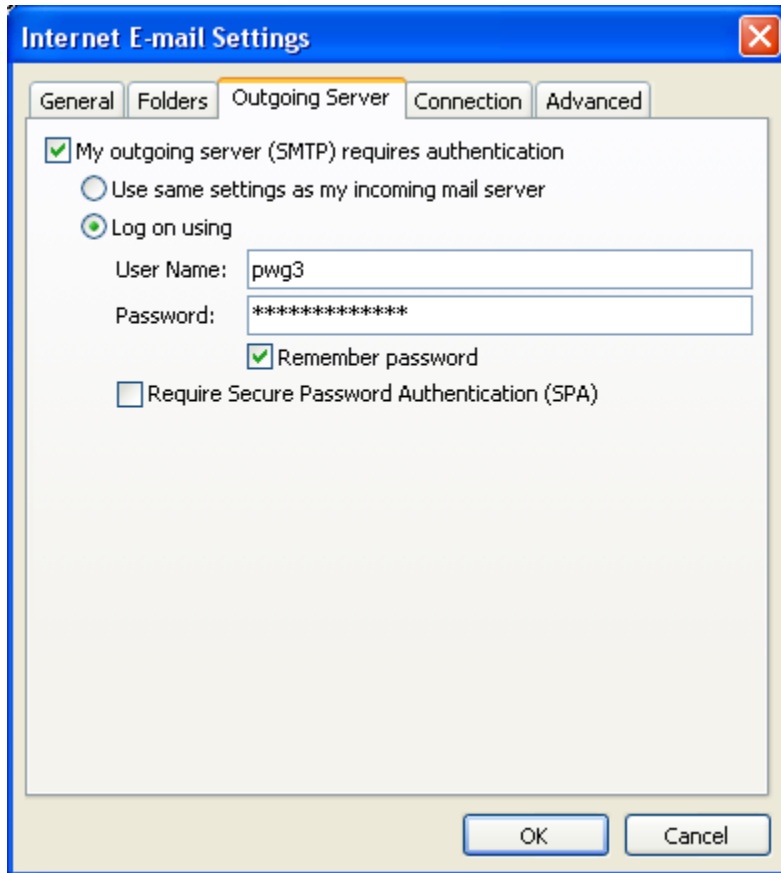
Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

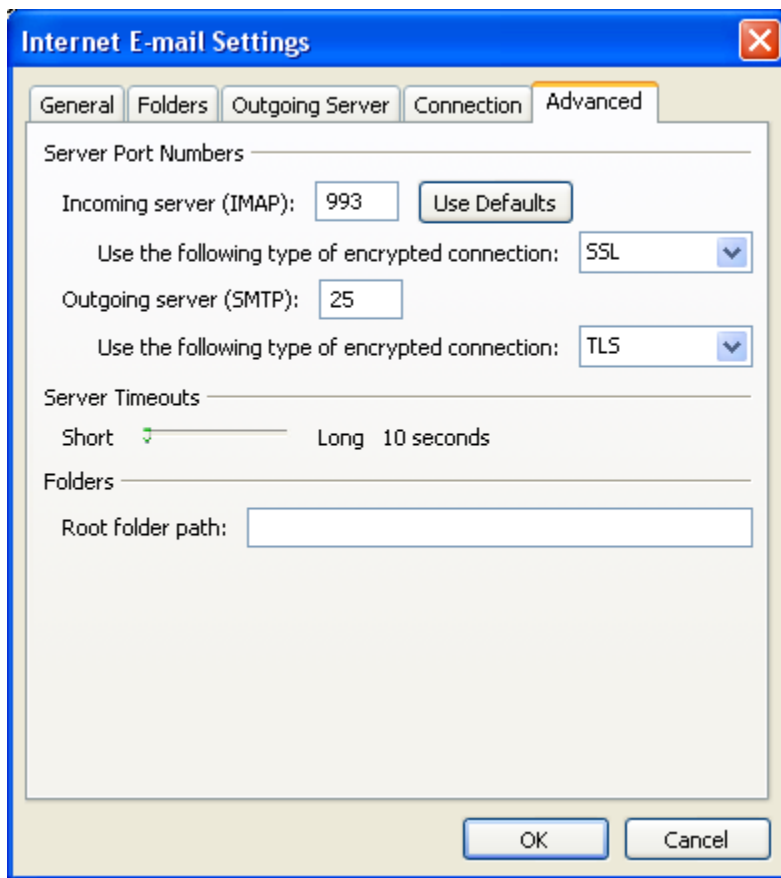
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

13. On the General Tab, type Google Apps or any name you want to call this account.
14. Select the 'Outgoing Server' tab.



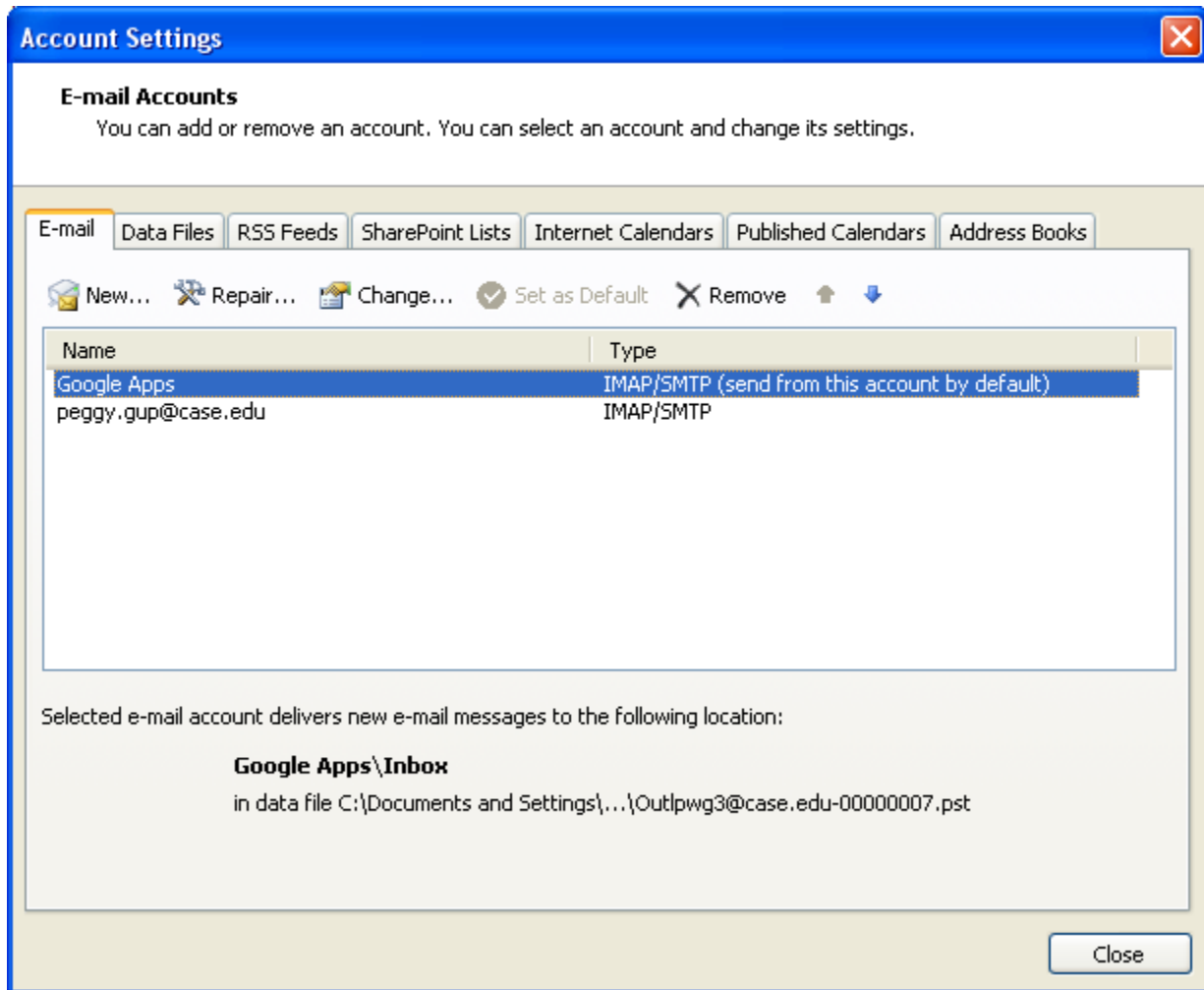
15. Check the box for 'My outgoing server (SMTP) requires authentication'.
16. Click the "Log on using" radio button.
17. In the User Name field, type your Case User ID
18. The password should be your **Case network** password. Check the "Remember password" box.

19. Then go to the 'Advanced' tab.
20. Incoming server **must** be 993, and must use SSL encryption.
21. Outgoing server **must** be 25, and TLS



22. Click 'OK' to save changes and exit More Settings.
23. Click 'Next' and 'Finish' to finalize set-up.
24. Make sure you have the latest updates for Outlook from Microsoft at <http://office.microsoft.com/en-us/downloads/FX101321101033.aspx>

25. Be sure to go back to your Outlook Account Settings/Email tab and make your new mailbox your default by highlighting that account and clicking on the Set as Default option.



Step 4: Customize your Personal Folders in Outlook

You will find your new Inbox inside a **new folder** on the bottom of the left side column. You may want to right click on your new **Inbox** and “**Add to Favorite Folders**”. That will bring the new Inbox up to the top of the column. Note that there are also new “All Mail”, Sent Mail, Spam, Inbox, and Junk Mail folders. Your Sent Mail folder will be the local folder, not the Google Sent Mail. Decide which of those folders you will be using the most and right click to bring them up to your Favorite Folders.