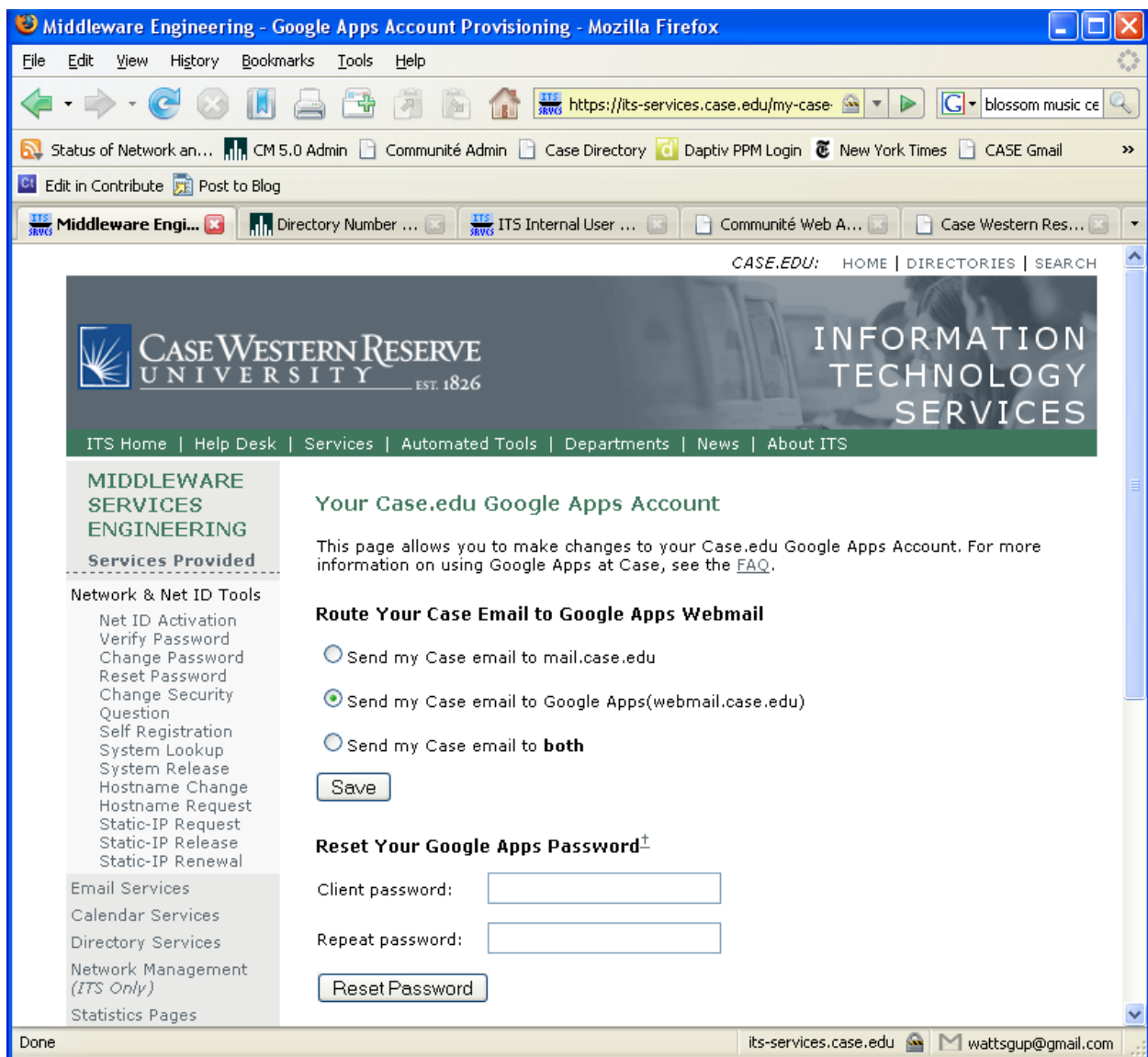


How to move your Thunderbird 2.0 IMAP account to Google Apps

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>
Reply-to address: peggy.gup@case.edu [edit info](#)

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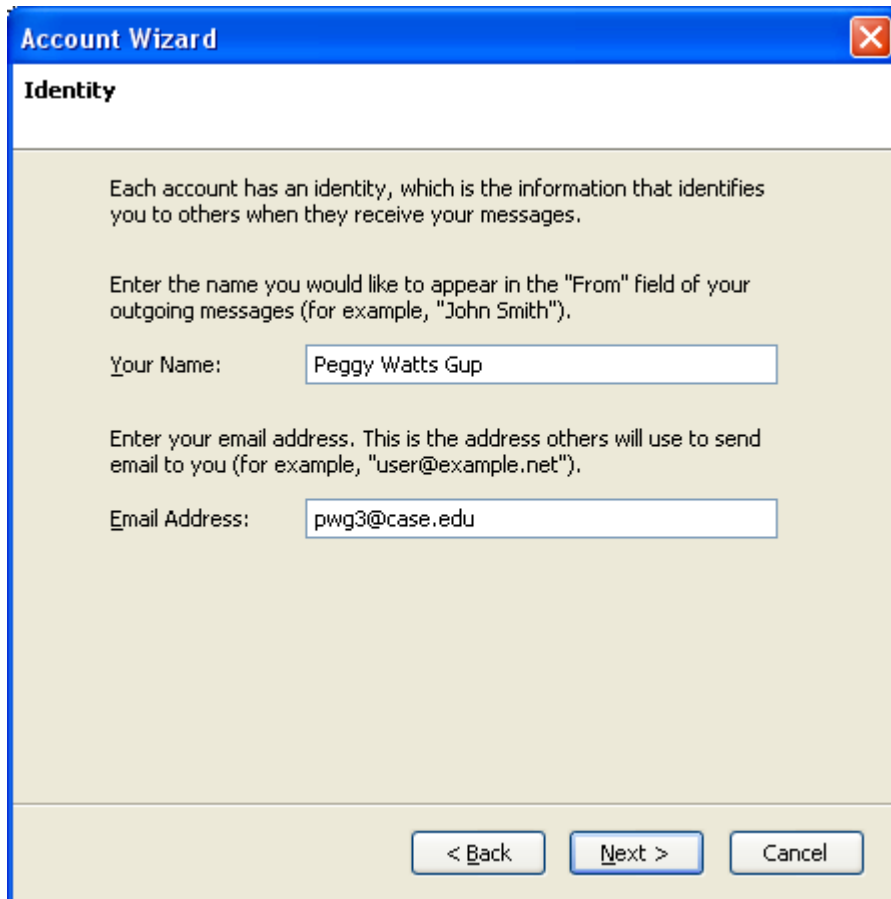
5. Go to the Accounts tab and at the top right, click on "edit information". If you want to change your name, make your changes here. We recommend that you use your first.last@case.edu email address for the "reply to" address. Be sure to click on **Save Changes**. If you want to combine email accounts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

6. 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/a/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 and POP/IMAP" section is expanded, showing three main areas: "Forwarding:", "POP Download:", and "IMAP Access:". In the "Forwarding:" section, the "Disable forwarding" radio button is selected. In the "POP Download:" section, the "Status: POP is disabled" radio button is selected. In the "IMAP Access:" section, the "Enable IMAP" radio button is selected. At the bottom of the settings panel, there 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! You are currently using 246 MB (3%) of your 6289 MB." At the very bottom of the browser window, the word "Done" is visible.

Step 3: Configure Thunderbird 2.0 for Google Apps

1. Make sure you are on the most recent version of Thunderbird – preferably 2.0 or higher.
2. Open your Thunderbird mailbox and select Tools > Account Settings
3. Click Add Account
4. Select the Email account (NOT Gmail) radio button and click Next. The identity screen appears.
5. Enter your full name in the Your Name field. Enter your abc123@case.edu email address in the Email Address field and click Next.



The screenshot shows the 'Account Wizard' dialog box with the 'Identity' tab selected. The window title is 'Account Wizard' and it has a close button in the top right corner. The 'Identity' section contains the following text and fields:

Each account has an identity, which is the information that identifies you to others when they receive your messages.

Enter the name you would like to appear in the "From" field of your outgoing messages (for example, "John Smith").

Your Name:

Enter your email address. This is the address others will use to send email to you (for example, "user@example.net").

Email Address:

At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'.

6. Select IMAP as your incoming server and enter: `imap.gmail.com` in the Incoming Server field. Click Next.

Account Wizard

Server Information

Select the type of incoming server you are using.

POP IMAP

Enter the name of your incoming server (for example, "mail.example.net").

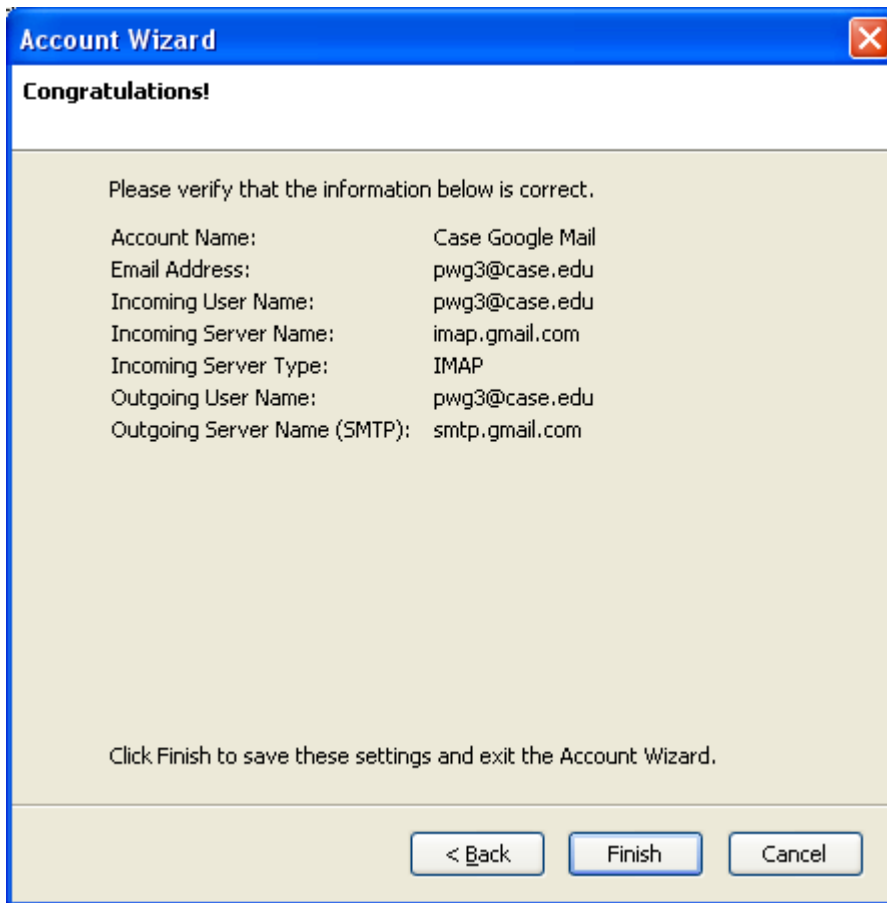
Incoming Server:

Your existing outgoing server (SMTP), "smtp.gmail.com", will be used. You can modify outgoing server settings by choosing Account Settings from the Tools menu.

< Back Next > Cancel

7. On the Incoming User Name, type your abc123@case.edu address and then Next.
8. On the Account Names field, type "CWRU Google Mail" and Next.

9. Make sure your account looks like this picture and then click Finish



Step 4: Configure Server Settings

1. Click on "View Setting for this account"
2. Select "Server Settings" from the folder list below your new account.
3. Update the Port value to 993.
4. Your user name must be abc123@case.edu
5. In the Security Settings section, select SSL
6. In the Server Settings, check the boxes you wish (new messages at startup, etc.)

The screenshot shows the "Account Settings" dialog box for a "Case Google Mail" account. The "Server Settings" tab is selected. The "Server Type" is "IMAP Mail Server". The "Server Name" is "imap.gmail.com", the "Port" is "993", and the "Default" is "993". The "User Name" is "pwg3@case.edu".

Security Settings

Use secure connection:

Never TLS, if available TLS SSL

Use secure authentication

Server Settings

Check for new messages at startup

Check for new messages every 10 minutes

When I delete a message: Move it to the Trash folder

Clean up ("Expunge") Inbox on Exit

Empty Trash on Exit

Advanced...

Local directory:

C:\Documents and Settings\pwg3\Application Data\Thunderbird' Browse...

Buttons: Add Account..., Set as Default, Remove Account, OK, Cancel

7. Select Outgoing Server (SMTP) from the folder list on the left.
8. Click on the Edit button.

The screenshot shows the 'Settings' dialog box for an outgoing server. It is divided into two sections: 'Settings' and 'Security and Authentication'. In the 'Settings' section, the 'Description' field contains 'Case', the 'Server Name' field contains 'smtp.cwru.edu', and the 'Port' field is set to '25' with a 'Default: 25' label. The 'Security and Authentication' section has a checked checkbox for 'Use name and password', with the 'User Name' field containing 'jms18'. Below this, the 'Use secure connection:' section has four radio buttons: 'No', 'TLS, if available' (which is selected), 'TLS', and 'SSL'. At the bottom of the dialog are 'Cancel' and 'OK' buttons.

9. Type "Case" for the Description
10. Change the server name to: smtp.cwru.edu.
11. Change the Port number to 25.
12. Check the box for "Use name and password"
13. Your User Name is your Case User ID (without the @case.edu)
14. Check the radio button for "TLS, if available".
15. Click OK.

16. Make sure your Account Settings look like the picture on this page.
17. Click OK.

