

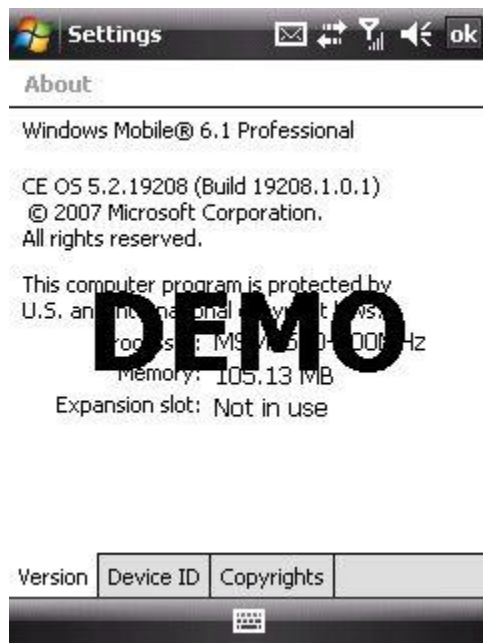
## How to Set up a Windows Mobile device for Case Google Mail

**NOTE:** These instructions assume you have already set up your Case Google Mail account and are successfully sending and receiving email from your computer.

### Step 1: Make sure you are using the latest Windows Mobile software:

#### Start>Settings>System Tab>About

You should see:  
Windows Mobile © 6.1 Professional OR Standard



If not, follow the links below for your mobile phone to get the latest information on updating the software. Be sure to save all information on your phone to your computer before you do a software upgrade.

If your phone is made by

HTC: <http://www.htc.com/us/support.aspx>

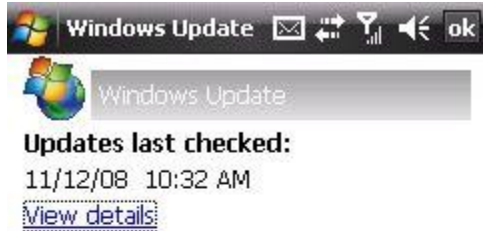
Palm: <http://www.palm.com/us/support/downloads/>

Motorola: [http://direct.motorola.com/hellomoto/NSS/update\\_my\\_software.asp](http://direct.motorola.com/hellomoto/NSS/update_my_software.asp)

Samsung Ace: <http://www.samsungmobileusa.com/i325/upgrade/>

## Step 2: Make sure you have the latest Windows Update

**Start>Settings>System Tab>Windows Update**



# DEMO



## Step 3: Create New Account

**Start>Programs>Messaging>New E-mail Account**

(Or, Go to Inbox, and tap Menu>Tools>New Account)

Complete setup with these choices:

Email address: [first.last@case.edu](mailto:first.last@case.edu)

Incoming mail server: pop.gmail.com **OR** imap.gmail.com

User name: [abc123@case.edu](mailto:abc123@case.edu) (Must use your Case User ID@case.edu)

Incoming server password: Must be your Case Google Apps password

Outgoing mail server: smtp.cwru.edu

Outgoing server requires authentication – Check this box



Outgoing server login – User Name: abc123 (Only your Case User ID)

Outgoing server password: Must be your Case network password

The other settings are your choice. In the Advanced Settings, you might check the box to “send/receive when I click Send”. If you are IMAP, if you choose “delete messages off the server” they will not be visible in your Inbox from another device. For Message Format, we suggest HTML.