

Case Google Mail – Instructions for Webmail Users

- **To store and read your Case Google Mail on the Web:**

1. Go to: <http://its-services.case.edu/my-case-identity/google-apps/>.
2. Sign in using your Case User ID and password.
3. Choose the radio button **Send my Case email to Google Apps (webmail.case.edu)**.
4. Create a password, and then click on **Enable my Google Account**.
5. A confirmation screen will appear in a green box.
6. Go to <http://webmail.case.edu> and bookmark this URL.
7. Click on the Settings link in the top right corner, next to your email address.
8. Start with the General tab and fill in any information you would like. Do the same with the Accounts tab. Be sure to click on Save Changes.

- **To forward your Case Google Mail to a different email account:**

1. Follow the above instructions from 1-7.
2. Click on the **Forwarding and POP/IMAP** tab.
3. Choose the radio button **Forward a copy of incoming mail to** and enter your “forward to” email address. In the drop down menu, choose which option you prefer.
4. Click **Save Changes** at the bottom of the page. Return to this tab in the future if you need to change your forwarding options.