

# Using Case Google Mail and Google Apps

## Converting to Google

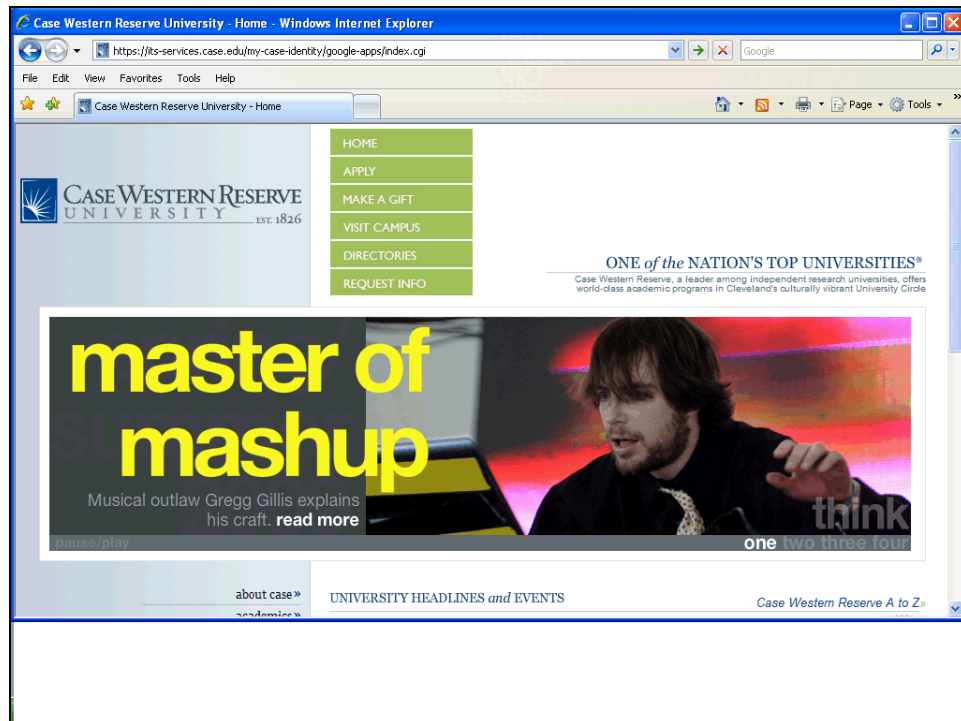
### Provisioning Your Case Google Mail Account

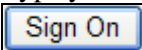
This process demonstrates how Case faculty, staff, and students can move their iPlanet email to Case Google Mail.

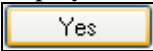
#### Procedure

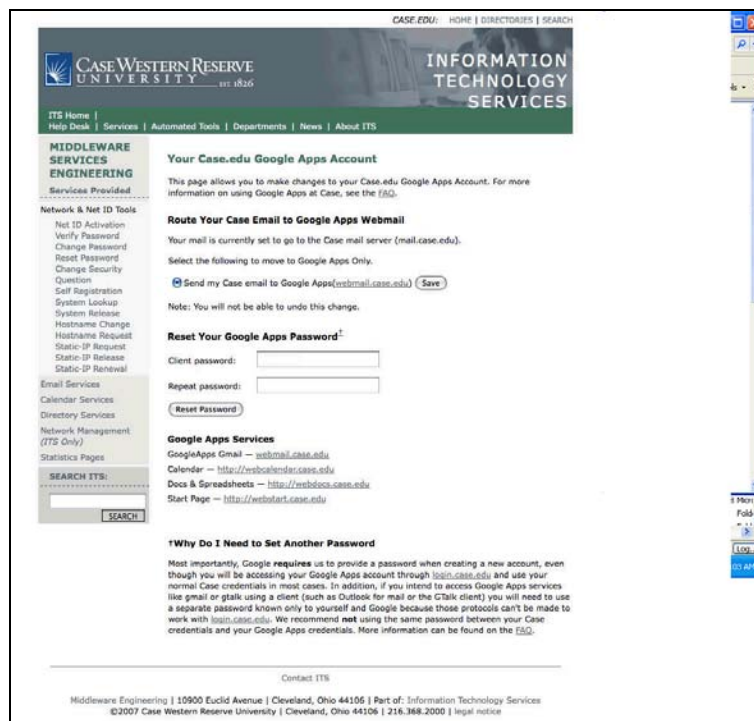
This process demonstrates how to sign up for a Case Google Mail account. It can be utilized by both current iPlanet users and individuals who are new to Case.


Begin by opening your internet browser. In this example, Internet Explorer is used.




Step	Action
1.	Go to the Google Apps web page. Type <a href="https://its-services.case.edu/my-case-identity/google-apps/index.cgi">https://its-services.case.edu/my-case-identity/google-apps/index.cgi</a> into the address bar of your browser.
2.	If you are not signed into the Case Single Sign-On network, you will be prompted to sign in before going to the Case Google provisioning page.  Type your Case Network ID and Password and click the <b>Sign On</b> button. 

Step	Action
3.	If you receive a pop up, click the <b>Yes</b> button to allow secure and nonsecure items to display. 




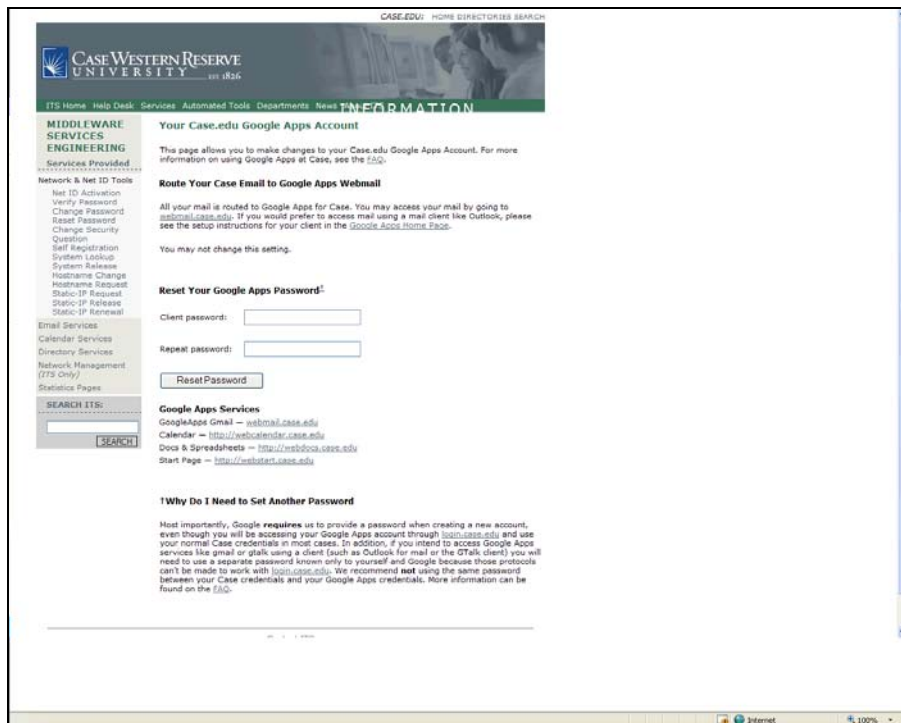
Step	Action
4.	Your Case.edu Google Apps Account page appears.  On this page you will redirect your Case email from iPlanet to Case Google mail. This means you can not go back to using the previous webmail client, iPlanet.  Click the <b>Send my Case email to Google Apps (webmail.case.edu)</b> radio button.
5.	Click the <b>Save</b> button.
6.	Enter a password to use for Google Apps. This password can be different from your Single Sign On password; however, this password will not synchronize when you change your Single Sign On password.  Enter a password in the <b>Client password:</b> field. 

 Google **requires** that a password be created when activating a new account, even though Google Apps are accessed through login.case.edu (<http://login.case.edu/>) and Case credentials are used (in most situations).

Because Google protocols cannot be made to work with login.case.edu, a separate password must be created in order for services like Gmail or GTalk to be used in a client (such as Outlook for mail or the GTalk client). For security reasons, it is recommended to **not** use your Case password for the Google Apps password.

Currently, your Google password does not change when you are required to change your password for Single Sign-On.

Step	Action
7.	Verify the password by typing it again into the <b>Repeat password:</b> field. 
8.	Click the <b>Reset Password</b> button.



Step	Action
9.	You may now proceed to <b>webmail.case.edu</b> to begin setting up your Case Google Mail account.

**Welcome to Case Western Reserve University**

**Setup your account for Case Western Reserve University**


Your Case Western Reserve University account will give you access to the hosted services enabled for your domain.


Name: \_\_\_\_\_

Login name: ods5@case.edu

Language: English (US) ▼

Type the characters you see in the picture below.



 Letters are not case-sensitive

Terms of service: Review the Terms of Service below. [Printable Version](#)

**Google Terms of Service**

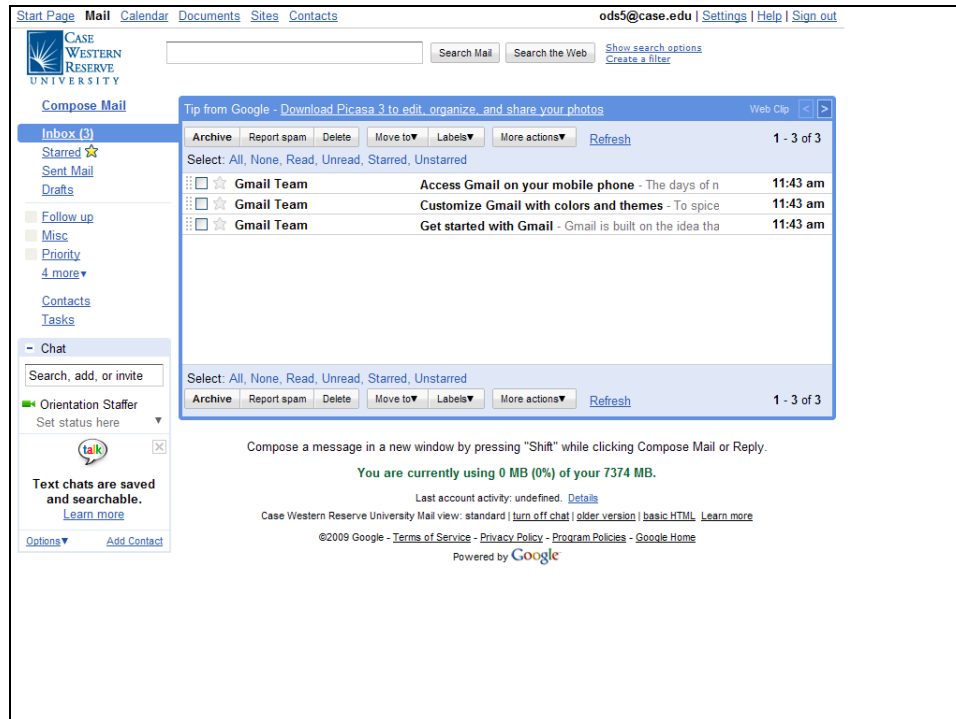
Welcome to Google! By using Google's products, software, services or web sites ("Google services"), you agree to the following terms and conditions, and any policies, guidelines or amendments thereto that may be presented to you from time to time, including but not limited to:

By clicking 'I accept' below you are agreeing to the [Terms of Service](#) above and both the [Program Policy](#) and the [Privacy Policy](#).

Also remember that Google Apps is offered in conjunction with your domain administrator and that administrator may have access to your account information including your email. Your domain administrator's use of your information is governed by its privacy policy.

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Step	Action
10.	The first time you come to Google Mail you will see the <b>Setup your account for Case Western Reserve University</b> screen.
11.	Type the characters you see in the picture. <input type="text"/>
12.	Read the <b>Google Terms of Service</b> . Use the scroll bar on the right to see the full document.
13.	Read the 'I accept' information below the Google Terms of Service.
14.	<b>Click the I accept. Create my account.</b> button. <input type="button" value="I accept. Create my account."/>



Step	Action
15.	<p>Your Case Google Mail account has been created!</p> <p>This completes the process of signing up for a Case Google Mail Account.</p> <p>Now that this process is completed, Google Apps and Case Google Mail can be made to work with mail clients, such as Outlook or Thunderbird, and mobile devices.</p> <p>Please refer to the appropriate, separate documentation for directions on using Google Apps and Case Google Mail in a desktop client or mobile device.</p> <p><b>End of Procedure.</b></p>