

Google Mail Settings for POP

Concept

This document describes the settings that must be made in CWRU Google Mail in order to use a POP server to view email in a desktop client (such as Outlook or Thunderbird).

POP is an acronym for Post Office Protocol, which is a type of server that downloads email from CWRU Google Mail to a desktop client. This server type is best used if you only intend to access your CWRU email through a desktop client. If you prefer to be able to see all of your email messages on webmail.case.edu as well as in a client, then the IMAP server type is better suited to your needs.

IMPORTANT: If you have been directing your emails to BOTH iPlanet and Google Mail (many users selected this option when provisioning their Google accounts), it is important that the following protocols be followed to ensure that your first POP download goes smoothly.

1. Delete ALL EMAILS from the GOOGLE account.
2. Use the Mail Migration Tool to move your email from iPlanet to Google (see the document **Moving Mail from iPlanet to Google** for more information).
3. Set up Google to "Enable POP for all mail."
4. Set up the POP server to download email from the Google account.
5. The moved messages are recognized by the POP server as downloaded or not downloaded, and only not-downloaded messages are accepted into the client, thus preventing duplicate emails.

If it is not possible to delete all email from the Google account, another way to prevent the flooding of your client with duplicated emails is to do the following:

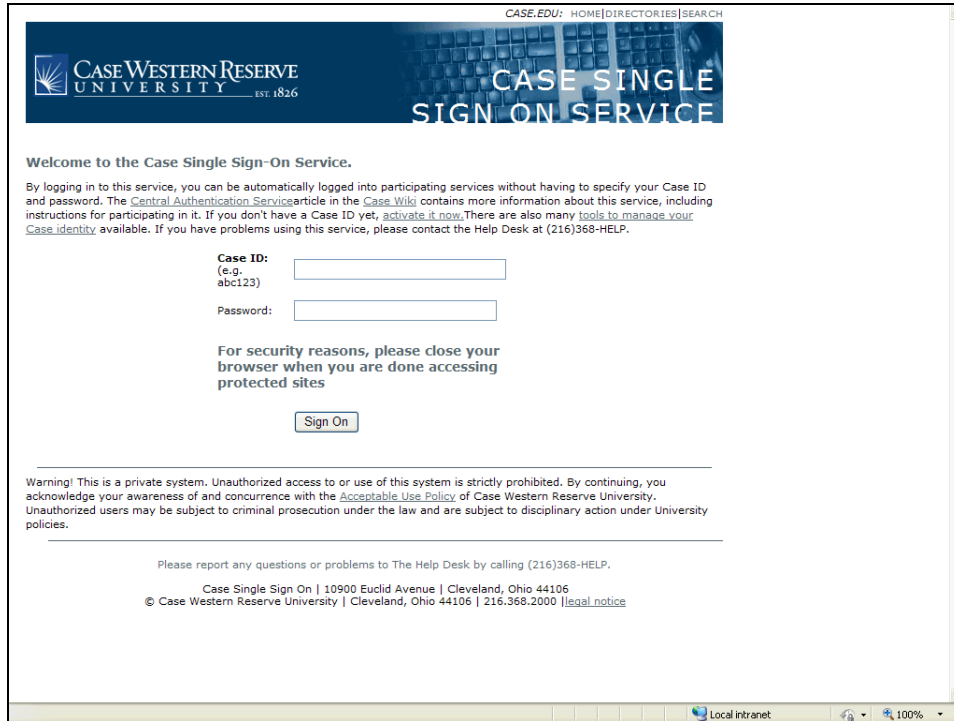
1. Set up Google to "Enable POP for mail that arrives from now on"
2. Set up the client to use the POP server to download email from the Google account.
3. Only mail that arrives on the Google server from that point on will be downloaded into the email client.

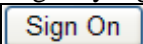
Procedure

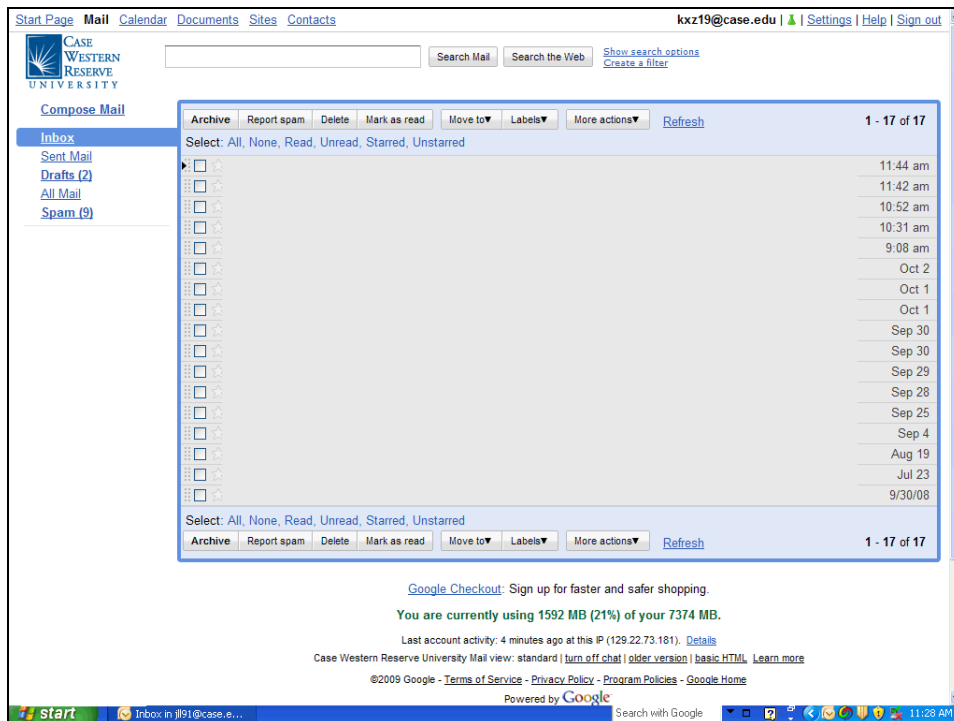
Use this process to enable the use of a POP server with CWRU Google Mail.



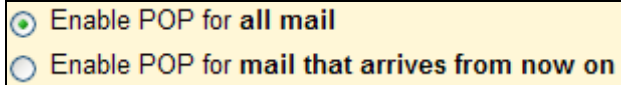
System Process Document

Google Mail Settings for POP



Step	Action
1.	Begin by logging into your CWRU Google Mail at http://webmail.case.edu . 



Step	Action
2.	Click on the Settings link in the top right corner of the window. 
3.	Click on the Forwarding and POP/IMAP tab. 
4.	Locate the section titled POP Download: and select the appropriate action. Select Enable POP for all mail to have the entire contents of CWRU Google Mail downloaded to your desktop client. The contents of the All Mail folder will be downloaded. Select Enable POP for mail that arrives from now on to download only new email to your desktop client. Only email received from this moment forward will be downloaded. 

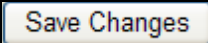



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Step	Action
5.	In the When messages are accessed with POP dropdown list, select what should happen to your CWRU email when it is downloaded to your desktop client. The options are: keep Case Western Reserve University Mail's copy in the Inbox archive Case Western Reserve University Mail's copy delete Case Western Reserve University Mail's copy
6.	Click the Save Changes button to enable POP. 



Once you have set up Google to use POP, the following settings need to be updated in your client.

Incoming Mail Server: pop.gmail.com

Outgoing Mail Server: smtp.cwru.edu

SMTP Login information
 Username: CWRU Network ID
 Password: CWRU network password

Port numbers:
 Incoming Server - 995
 Checkbox for "This server requires an encrypted connection (SSL)"
 Outgoing Server - 25
 Encrypted - choose TLS

Step	Action
7.	This completes the process of enabling POP in CWRU Google Mail. After completing this process, you are able to set up a desktop email client to download your CWRU Google Mail from a POP server. Please see the documents at http://www.case.edu/its/services/GoogleApps.html to update your email client (Outlook or Thunderbird). End of Procedure.