

## Google Mail Settings for IMAP


### Concept

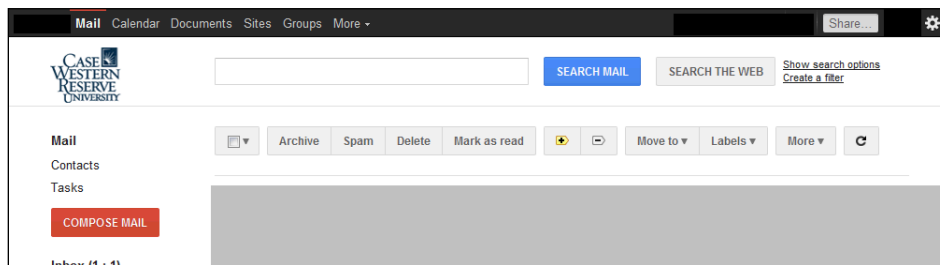
This document describes the settings that must be made in CWRU Google Mail in order to use an IMAP server for viewing email in a desktop client.

IMAP is the acronym for the type of server that utilizes "Internet Messaging Access Protocol." This server type is best used if you access your email through different computers, a phone, or a handheld device. With IMAP, your email is always on the server even if you use a client like Outlook or Thunderbird. IMAP works by making a constant, two-way connection from your desktop to the CWRU email server. A client program that is set up with IMAP will display only the subject lines of emails, and then download an email only when it is opened for reading. Messages downloaded into the client are also accessible through *webmail.case.edu* when IMAP is used. Any changes made to emails in the client (i.e. responded, placed in folder) will also appear in *webmail.case.edu*. The amount of messages kept in your desktop client is only limited by your its mailbox size quota, although old messages can be archived and saved onto your computer manually.

### Procedure


Use these directions to enable the use of an IMAP server with CWRU Google Mail.

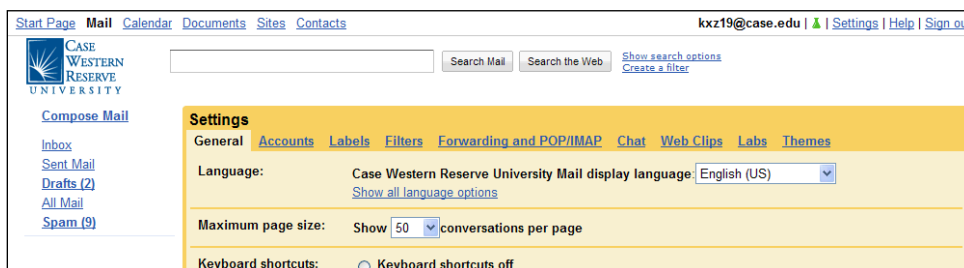
Step	Action
1.	Begin by logging into your CWRU Google Mail at <b><i>webmail.case.edu</i></b> . 

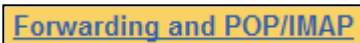
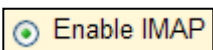
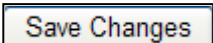


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Step	Action
2.	Click on the <b>Settings</b> button (looks like a gear) in the top right corner of the window. 



Step	Action
3.	Click on the <b>Forwarding and POP/IMAP</b> tab. 
4.	Locate the section titled <b>IMAP Access</b> ; click the <b>Enable IMAP</b> radio button. 
5.	Click the <b>Save Changes</b> button at the bottom of the screen. 

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

Incoming Mail Server: imap.gmail.com

Outgoing Mail Server: smtp.cwru.edu

SMTP Login information

Username: CWRU network ID

Password: CWRU network Password

Port numbers:

Incoming Server - 993

Encrypted - choose SSL

Outgoing Server - 25

Encrypted - choose TLS

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Step	Action
6.	<p>This completes the process of enabling IMAP and settings in CWRU Google Mail.</p> <p>After completing the process of updating your settings, you are able to download mail to your desktop client or handheld from an IMAP server.</p> <p>Please see the documents at <a href="http://case.edu/its/training/cwruemailmain.html">case.edu/its/training/cwruemailmain.html</a> to update your email client (Outlook or Thunderbird) or a mobile device.</p> <p><b>End of Procedure.</b></p>