

Google Applications IMAP/POP Setup

Purpose

These instructions provide screenshots to guide students through setting up POP and IMAP access to the Google Apps Gmail account.

Note: Google Apps is a suite of tools that is accessed via the student email (Gmail) interface. You will lose access to Chat and Calendar and any of the other features that may be enabled in the near future if you use a client such as Outlook and Thunderbird.

Please note that the use of a client to access your Gmail account on a laptop or workstation at home, assumes that you accept that you configure this at your own risk. From time to time, students inadvertently delete emails by changing these configurations and unfortunately, there are no restores possible should this occur.

Navigate to the account settings by clicking the Settings link on the top right side of the Google Apps interface window.

Locate the Forwarding and POP/IMAP tab.

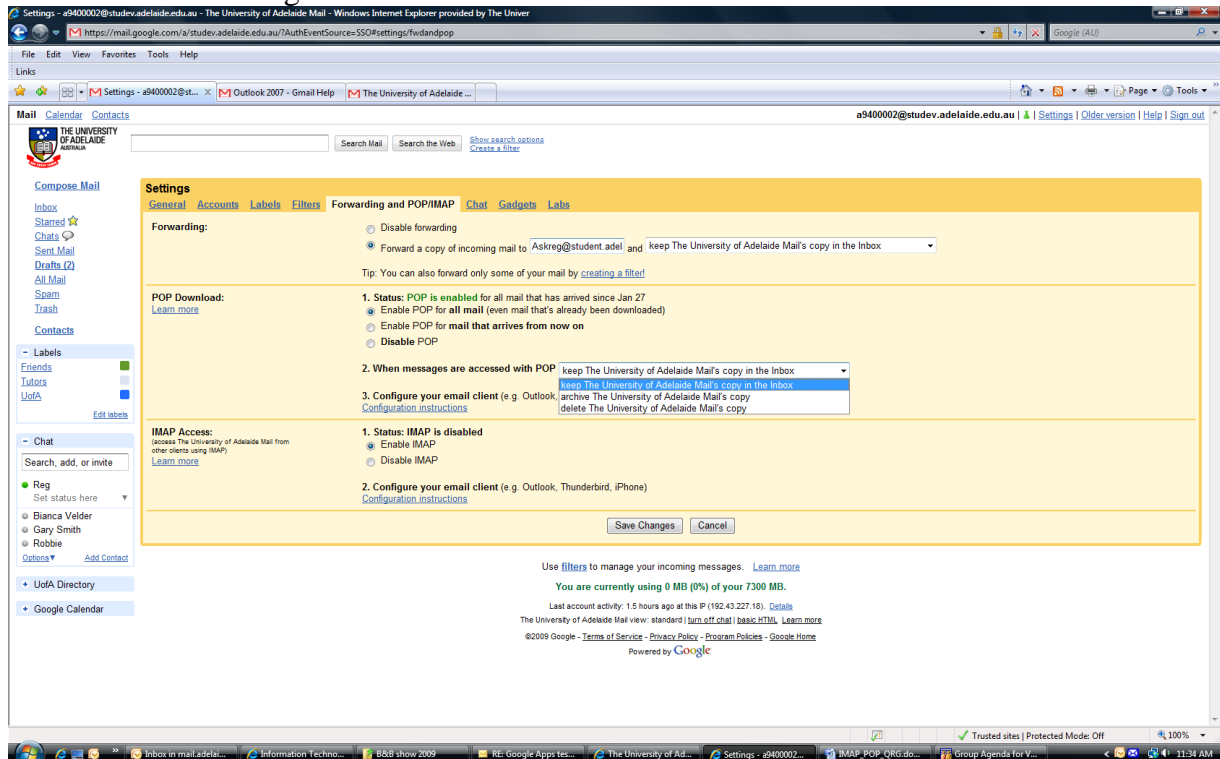


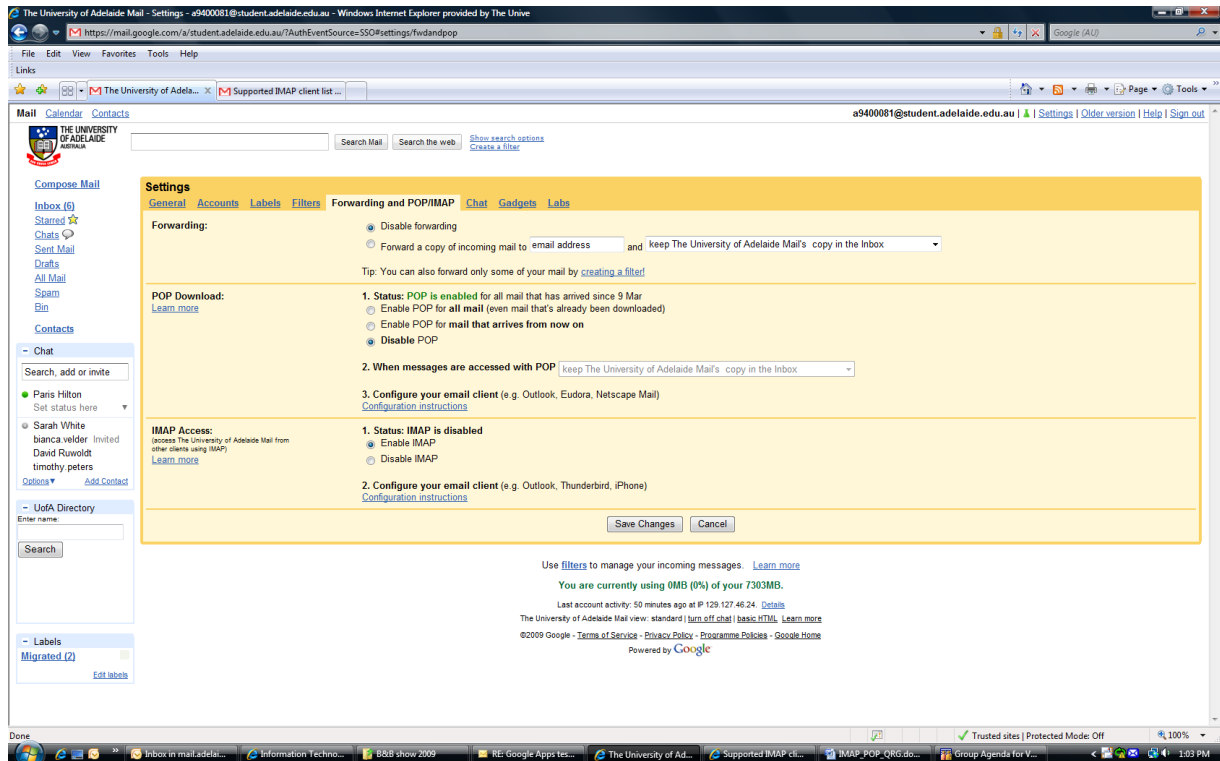
Figure 1 Forwarding and POP/IMAP tab

Enabling POP

1. Enable POP by selecting the appropriate option

2. Select how to handle email messages (keep, archive or delete) in the pull down menu
3. Click the Configuration Instructions link, you will be redirected to Google
4. Select your client and follow the Google configuration instructions

Enabling IMAP



The screenshot shows the 'Forwarding and POP/IMAP' settings page in a web browser. The page is titled 'Settings' and has tabs for 'General', 'Accounts', 'Labels', 'Filters', 'Forwarding and POP/IMAP', 'Chat', 'Gadgets', and 'Labs'. The 'Forwarding and POP/IMAP' tab is selected. Under 'Forwarding', the 'Disable forwarding' option is selected. Under 'POP Download', the 'Disable POP' option is selected. Under 'IMAP Access', the 'Enable IMAP' option is selected. There are 'Save Changes' and 'Cancel' buttons at the bottom of the settings area. The browser's address bar shows the URL: https://mail.google.com/a/student.adelaide.edu.au/7AuthEventSource=SSO#settings/fwdandpop.

1. Enable IMAP by selecting the appropriate option
2. Click the Configuration Instructions link, you will be redirected to Google
3. Select your client and follow the Google configuration instructions

Incoming and outgoing servers

Notes:

1. The username is the UID with the domain name and not just the UID so a9400081@student.adelaide.edu.au (replace a94xxxxxx with your own UID)
2. The Email address should be your current Email address <first name>.<last name>@student.adelaide.edu.au
3. The incoming server must use SSL or it will not work as our domain has been secured.
4. For Thunderbird you need to select **Server Settings** under the account name and click on the **SSL** option under Security Settings.
5. For Outlook 2003/2007 in the Email Account settings you need to click on **more settings** and then **advanced** and set the incoming port to SSL by checking the **SSL check box**.



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IMAP

Email: Random94081.Student@student.adelaide.edu.au

ServerName: imap.googlemail.com

Security Settings: SSL (Must be SSL)

UserName: a9400081@student.adelaide.edu.au (replace a94xxxxxx with your own UID)

Outgoing: smtp.adelaide.edu.au, SSL, 465

POP

Email: Random94081.Student@student.adelaide.edu.au

ServerName: pop.googlemail.com

Security Settings: SSL (Must be SSL)

UserName: a9400081@student.adelaide.edu.au (replace a94xxxxxx with your own UID)

Outgoing: smtp.adelaide.edu.au, SSL, 465