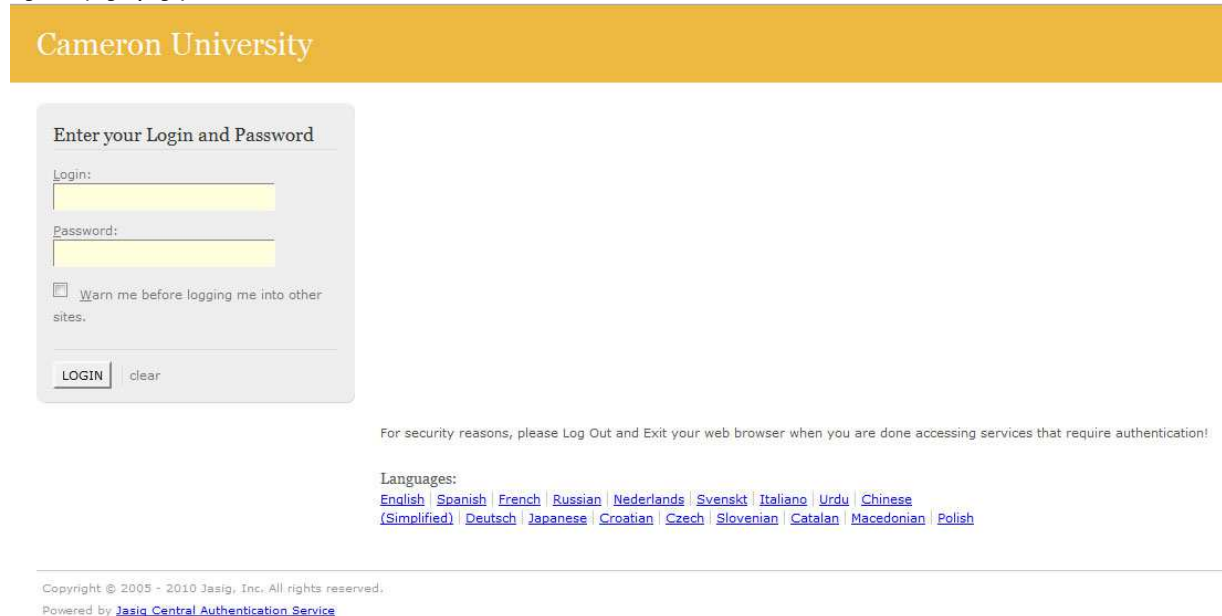


## Logging into CU Gmail

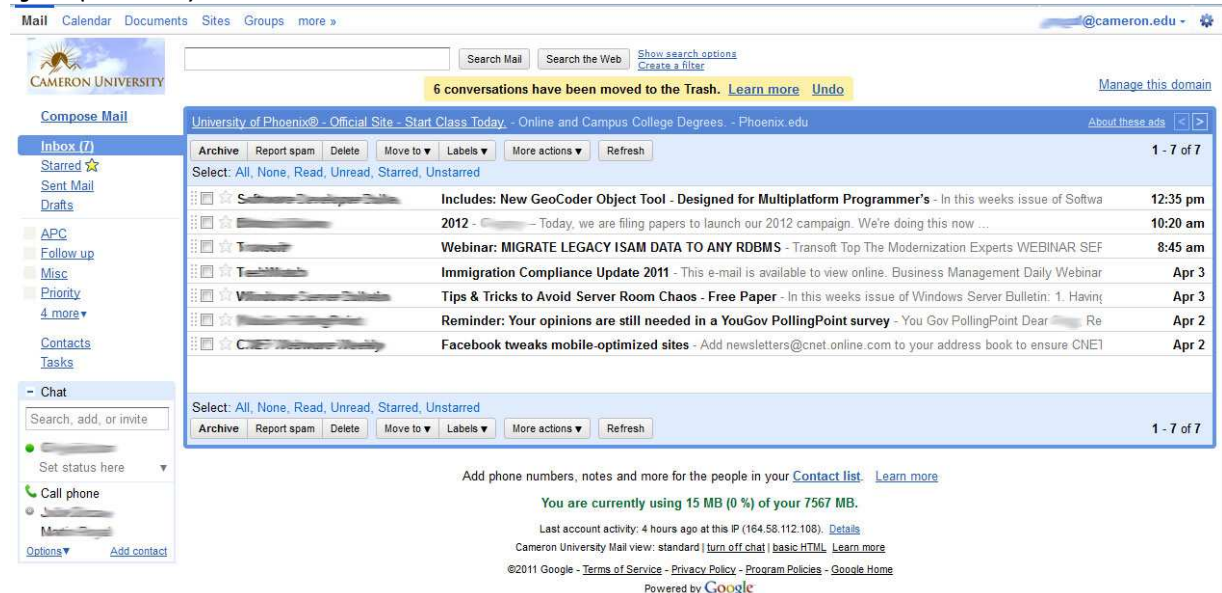
Use the following web address to log into CU Gmail: <http://gmail.cameron.edu>

Figure 1 (login page)



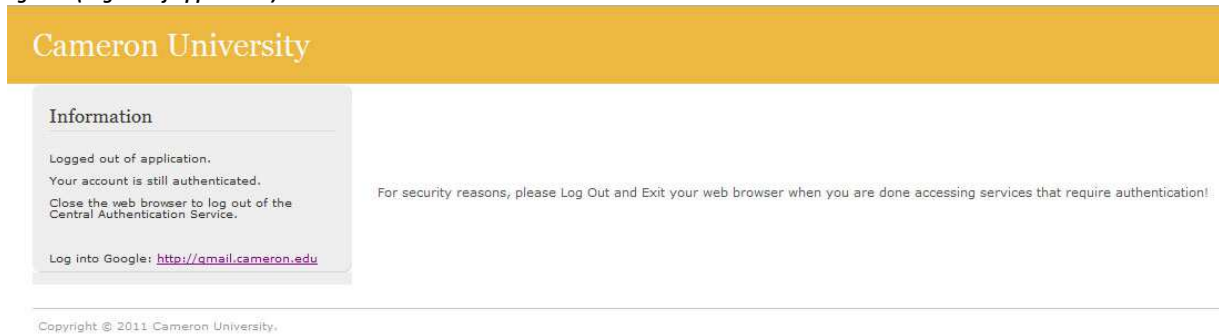
Enter your login name and password. Click LOGIN. Next will appear Gmail:

Figure 2 (Gmail Inbox)



To log out of CU Gmail click on your email address in the top right corner. A drop down menu will appear. Select the option “Sign out.” The web page (Figure 3) will appear.

Figure 3 (Log out of application)



Your account is still authenticated. If the Gmail link is clicked Gmail will load again without having to request your login name and password. **Complete the log out process by closing the web browser.**

## Get your Email Wherever You are

With the switch to Google email for Cameron students, comes the long awaited ability for you to access your Cameron email using your mobile phone. We've set up a few tutorials using the most common phones. If you have steps for setting up email access from a different phone, please let us know by emailing [cuonlinehelp@cameron.edu](mailto:cuonlinehelp@cameron.edu).

- [Smartphone Setup](http://www.cameron.edu/media/its/doyouknow/download-cu-student-gmail-to-smartphone.pdf)  
<http://www.cameron.edu/media/its/doyouknow/download-cu-student-gmail-to-smartphone.pdf>
- [Android Setup](http://www.cameron.edu/media/its/doyouknow/cu-email-on-androids.pdf)  
<http://www.cameron.edu/media/its/doyouknow/cu-email-on-androids.pdf>
- [Blackberry Setup](http://www.cameron.edu/media/its/doyouknow/gmail-instructions-for-blackberry.pdf)  
<http://www.cameron.edu/media/its/doyouknow/gmail-instructions-for-blackberry.pdf>

Note: Be sure to use the IMAP password outlined in the instructions. It is *not* the same as your normal CU password.

## Setting up Thunderbird Mail Client to Gmail

Thunderbird is an open source (free) mail client that can be used to IMAP or POP mail from multiple mail sources.

Download Thunderbird at: <http://www.mozillamessaging.com/thunderbird/>

In your CU Gmail account turn on IMAP.

1. Sign in to Gmail.
2. Click on the Settings icon in Gmail. (The gear top right corner.)
3. Select “Mail Settings”.
4. Go to “Forwarding and POP/IMAP” tab.
5. Click “Enable IMAP”.
6. Click “Save Changes”.

NOTE: Your Gmail IMAP/POP password is different from your CU Gmail login password. Your IMAP/POP password is: first initial last initial last five of SSN middle initial  
Example: John M Smith would be js12345m  
If there is no middle name add a capital G to end of password.

Use the following settings in Thunderbird to connect to CU Gmail.

Replace User Name with your account name followed by @cameron.edu .

The screenshot shows the 'Server Settings' window in Thunderbird. The 'Server Type' is set to 'IMAP Mail Server'. The 'Server Name' is 'imap.gmail.com', the 'Port' is '993', and the 'Default' is '993'. The 'User Name' is 'ab123456@cameron.edu'. Under 'Security Settings', 'Connection security' is set to 'SSL/TLS' and 'Authentication method' is set to 'None'. Under 'Server Settings', 'Check for new messages at startup' and 'Check for new messages every 10 minutes' are checked. 'When I delete a message:' is set to 'Move it to this folder: Trash'. There are also checkboxes for 'Clean up ("Expunge") Inbox on Exit' and 'Empty Trash on Exit', both of which are unchecked. An 'Advanced...' button is visible at the bottom right.

Configure other mail clients: <http://mail.google.com/support/bin/answer.py?answer=75726>

## Transfer mail from OWA to Gmail

Email can be moved from Microsoft Outlook Web Access (OWA) to Gmail during the transition to Gmail. Only email in your current OWA Inbox can be transferred. In Gmail perform the following steps:

7. Click on the Settings icon in Gmail. (The gear top right corner.)
8. From the drop down menu choose “Mail Settings.”
9. Select the “Accounts” tab.
10. In the “Get mail from other accounts” section click “Add a mail account you own.”

Figure 4 (Add Email Account)



**Add a mail account you own**

Enter the email address of the account to get mail from  
(Note: You may add 4 more of your accounts)

Email address:

Enter your email alias (john.smith@cameron.edu) and click “Next Step.”

11. On the next screen fill in the following.
  1. Change the Username to your login name. (ie. js123456)
  2. Enter your password in the Password field.
  3. In the POP Server field type: exgate.cameron.edu  
This is the Exchange Gateway server.
  4. Change the Port to 1110.
  5. Check the field “Leave a copy of retrieved message on the server” and check “Always use a secure connection (SSL) when retrieving email.”

Figure 5 (Add a mail account you own screen)

**Add a mail account you own**

Enter the mail settings for john.smith@cameron.edu. [Learn more](#)

Email address: john.smith@cameron.edu

Username: js123456

Password: ●●●●●●●●

POP Server: exgate.cameron.edu Port: 1110

Leave a copy of retrieved message on the server. [Learn more](#)

Always use a secure connection (SSL) when retrieving mail. [Learn more](#)

Label incoming messages: john.smith@cameron.edu

Archive incoming messages (Skip the Inbox)

Click “Add Account.”

A web page title “Your mail account has been added” will appear.

The new account will appear in the “Get mail from other accounts” section. It will automatically check on a regular interval for new incoming mail. To force it to check email now click on the “Check mail now” link. Clicking on the “View history” will show the number of messages transferred. Click on your Inbox to see the mail transferred over from OWA. Once all the mail has been transferred to Gmail click the “delete” option to remove this entry from your “Get mail from other accounts” list.

Figure 6 (Add a mail account you own – delete option)

Get mail from other accounts: @cameron.edu [edit info](#) [delete](#)

(Download mail using POP3) Last checked: 0 minutes ago. One mail fetched. [View history](#) [Check mail now](#)

[Learn more](#)

[Add a mail account you own](#)