# Initial Setup of Google Mail™ for the Android™ Smartphone

Concept

This document describes the procedures for setting up CWRU Google Mail to download email messages to an Android platform smartphone. Android smartphones include a built-in Gmail™ client which manages synchronization between the device and the Google Mail web interface. These instructions are intended for users that already have an active CWRU Google Mail account and want to set up an Android smartphone for the first time.
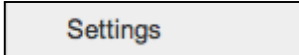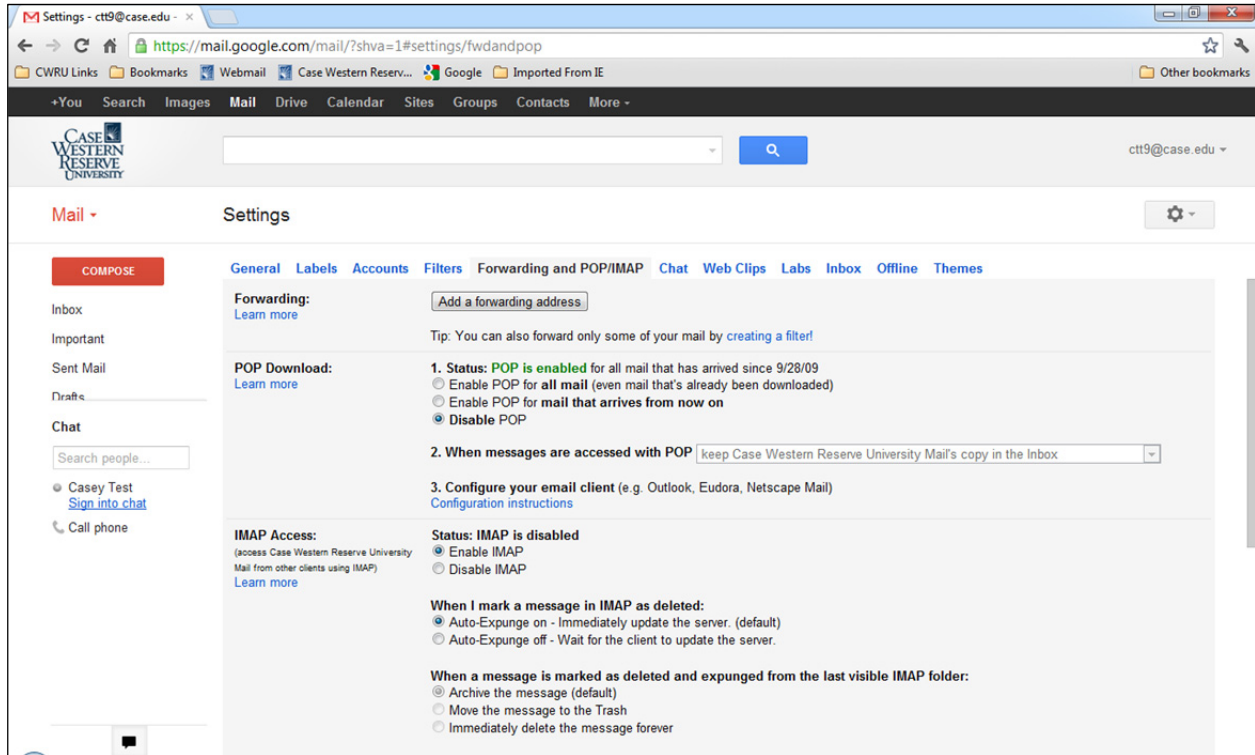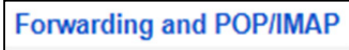
Procedure
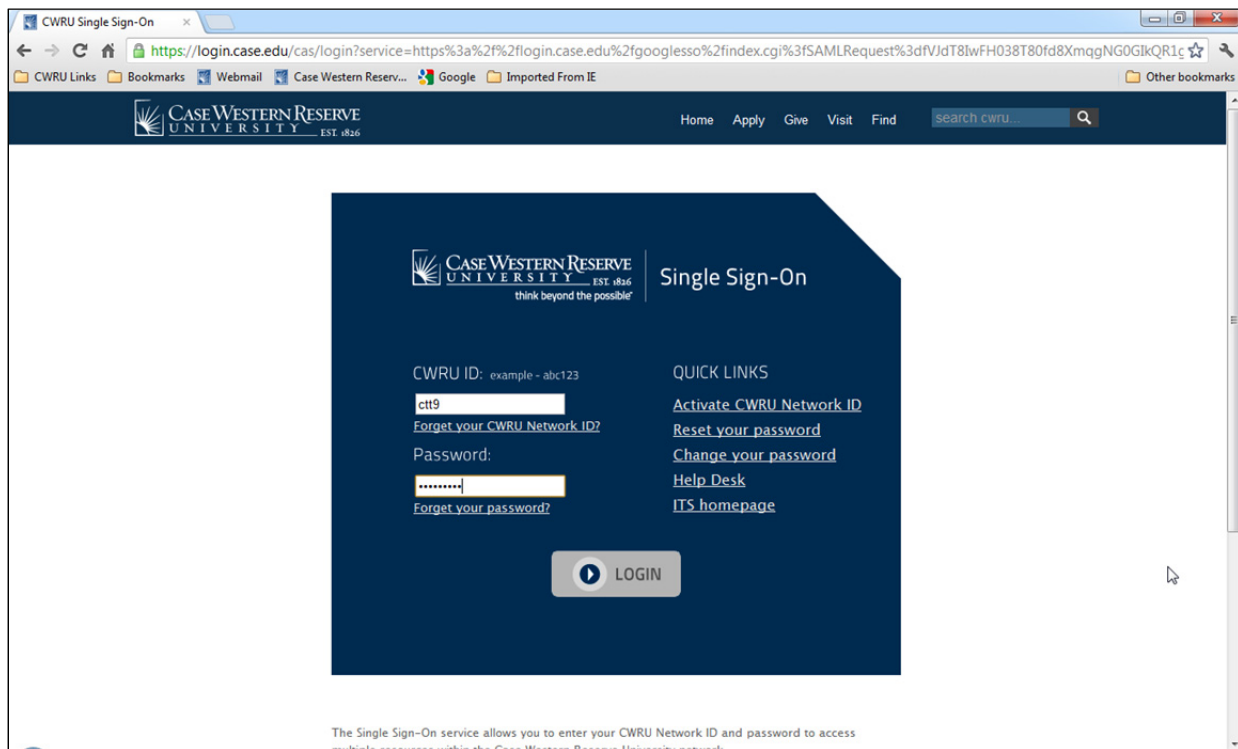
Step	Action
1.	Open your web browser and navigate to: "**webmail.case.edu**". Enter your CWRU Network ID and password and then click the **LOGIN** button.
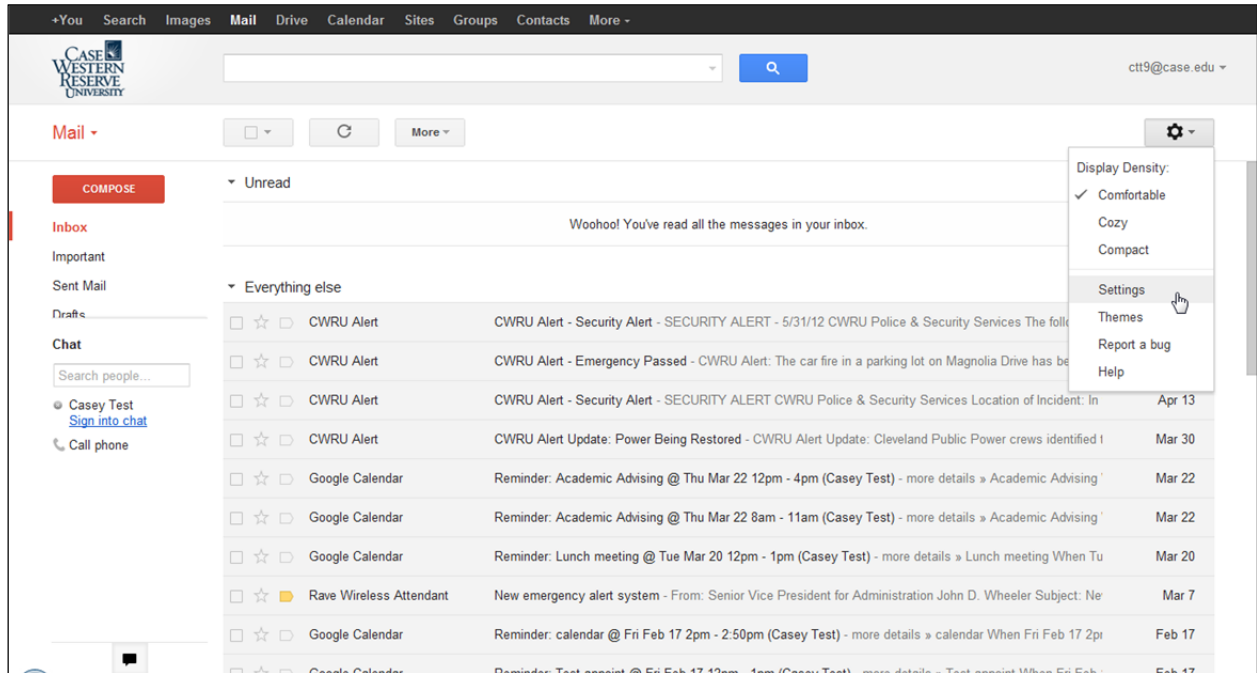
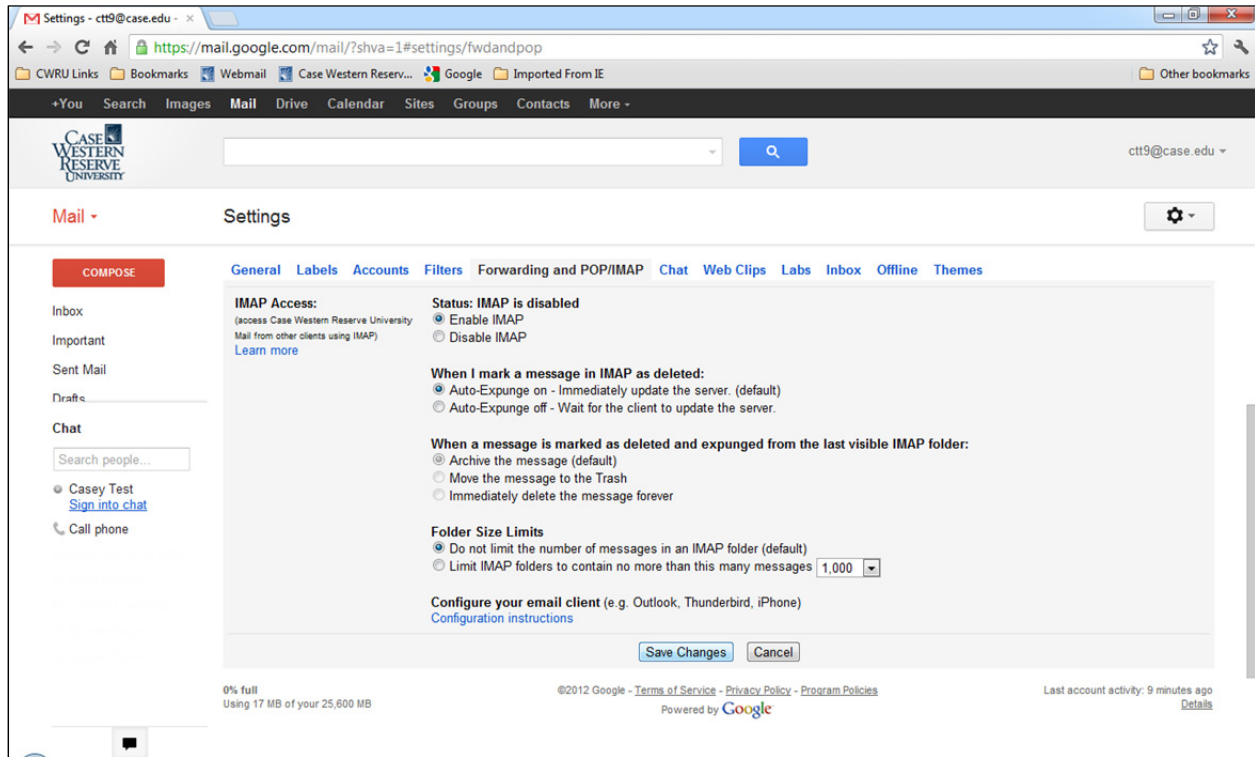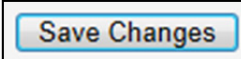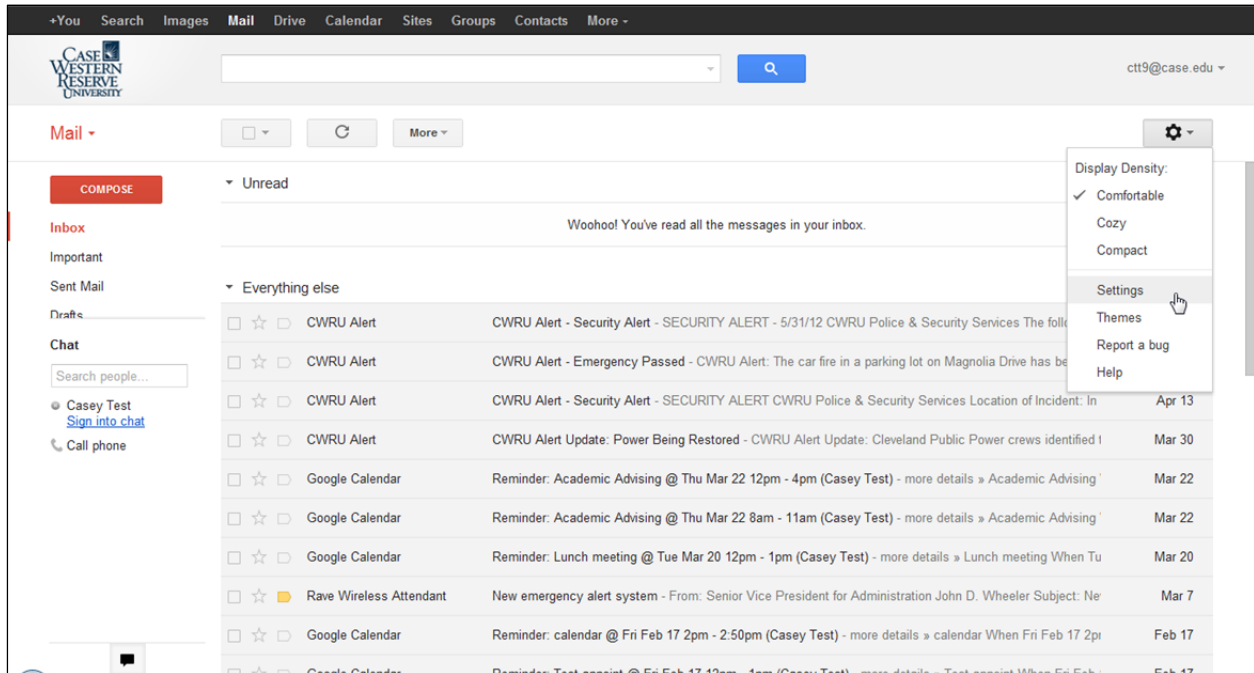| Step	Action
2.	The Google Mail inbox window will open. Click the **Settings** icon (resembling a gear) in the top right corner of the screen. ⚙ ▾
3.	Select the **Settings** menu option. Settings

Step	Action
4.	Click the **Forwarding and POP/IMAP** menu option. **Forwarding and POP/IMAP**
5.	Click the **Disable POP** radio button to select it. ◉ **Disable** POP
6.	Click the **Enable IMAP** radio button to select it. ◉ **Enable IMAP**
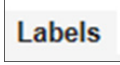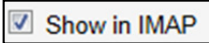
Step	Action
7.	Scroll to the bottom of the **Forwarding and POP/IMAP** settings window and then click the **Save Changes** button. ![Save Changes]

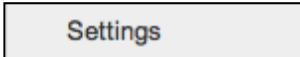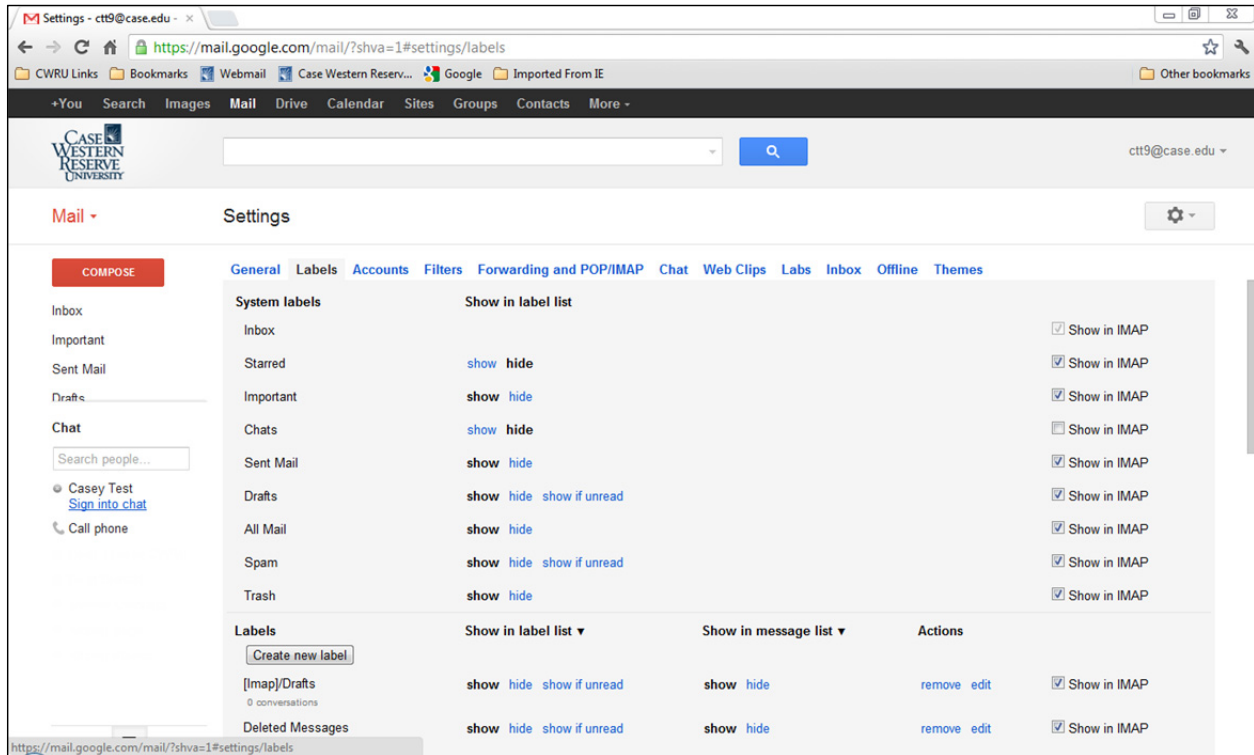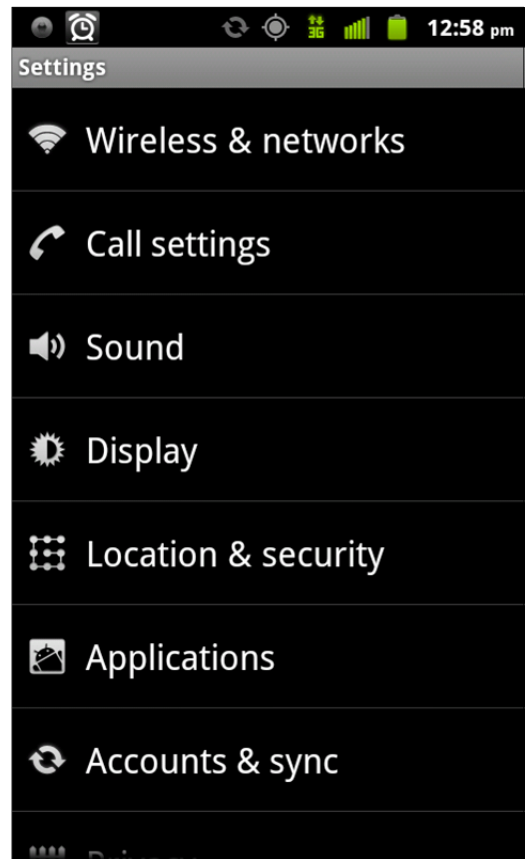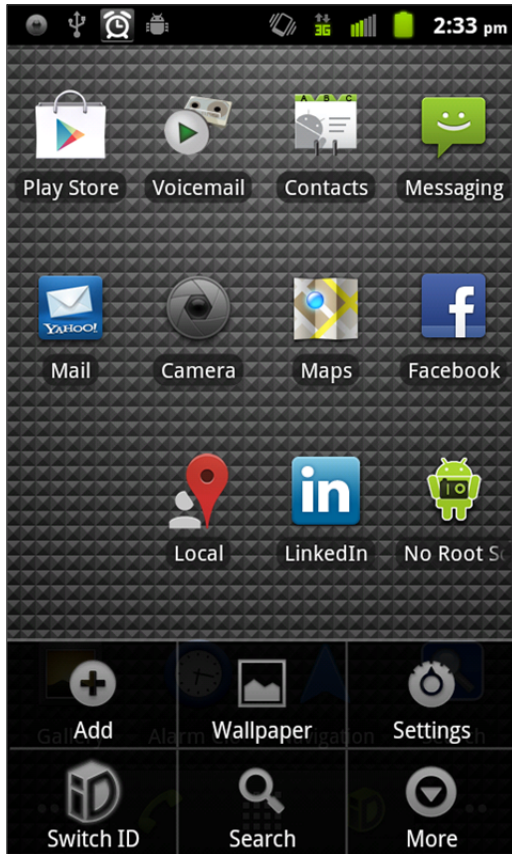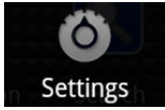| Step	Action
8.	The Google Mail inbox window will open. Click the **Settings** icon (resembling a gear) in the top right corner of the screen.
9.	Select the **Settings** menu option.

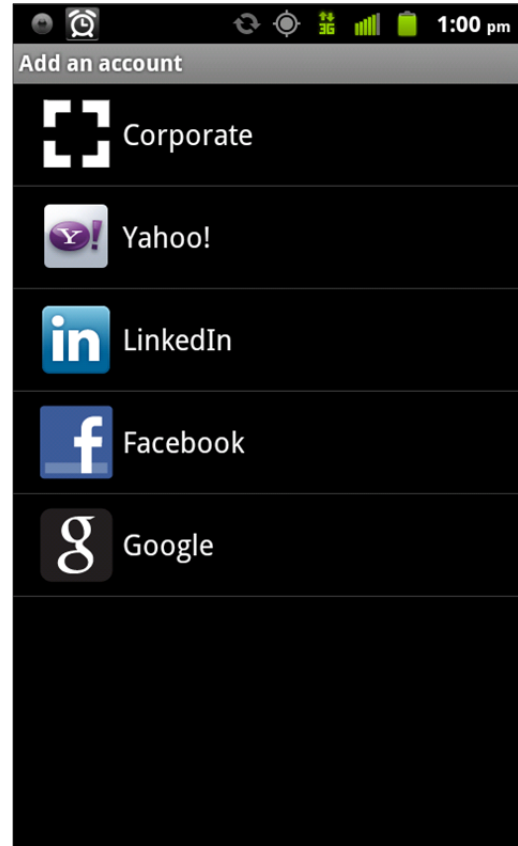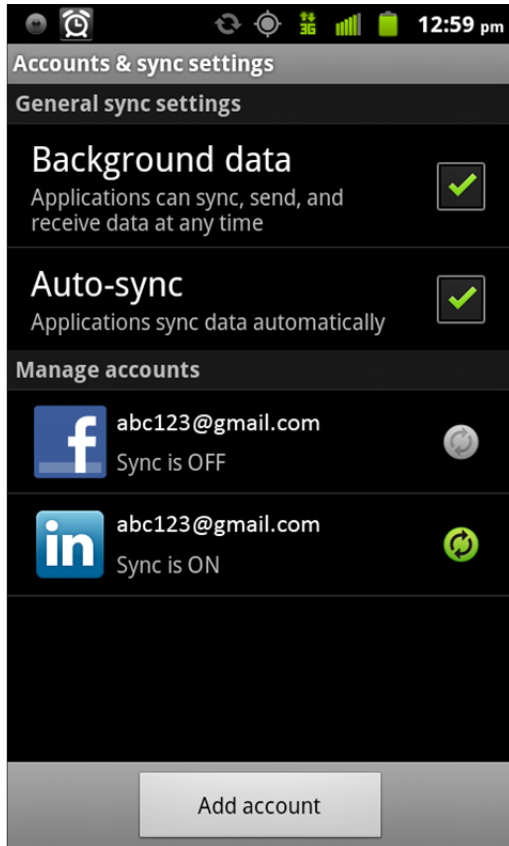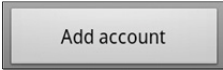| Step	Action
10.	Click the **Labels** menu item.
11.	Click the **check box** next to each label you wish to appear in the Outlook client as a mail folder. **Note**: Labels that do not have the **Show in IMAP** block checked will not be accessible in as folders in the Outlook client.
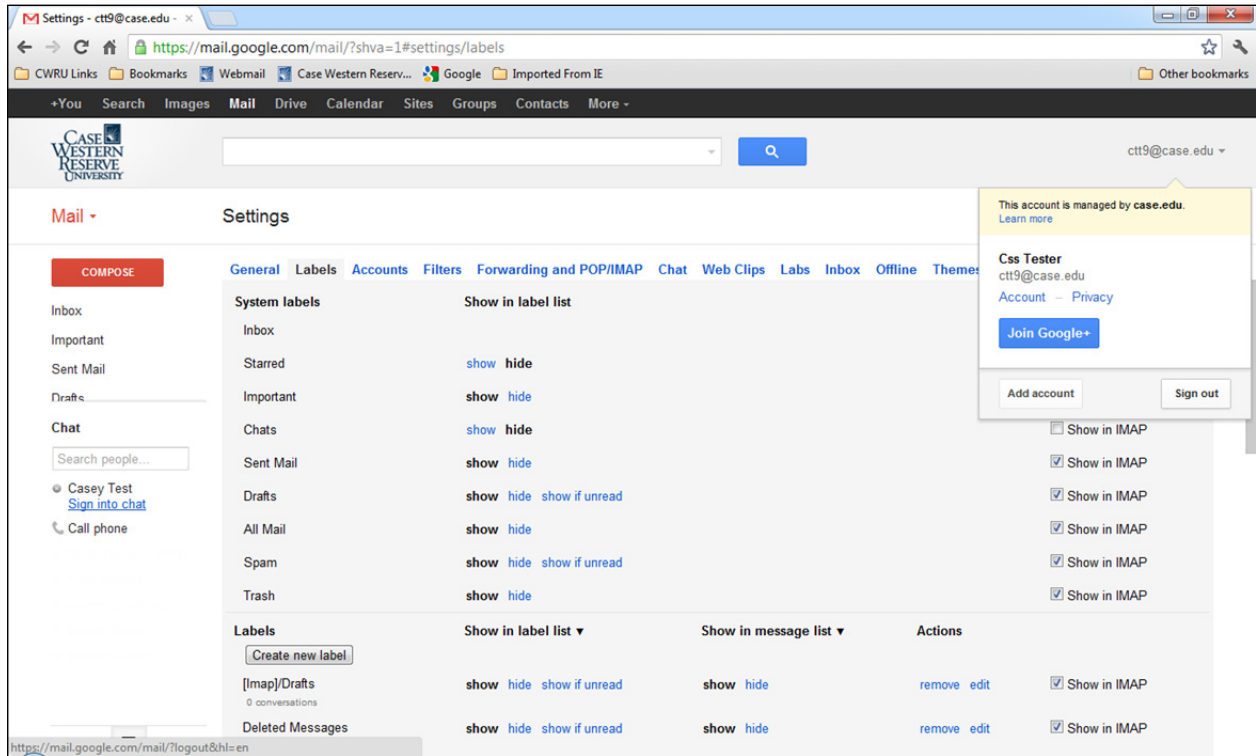
Step	Action
12.	Sign out of the Google Mail web interface using the **Sign out** button.

Step	Action
13.	Tap the **Settings** application from your smartphone's home screen to begin.
14.	Tap the **Accounts & Sync** option from the **Settings** menu.

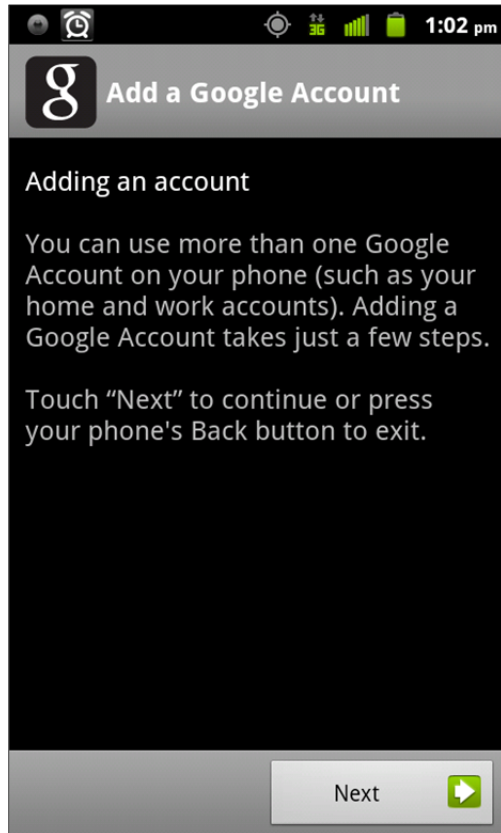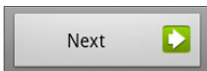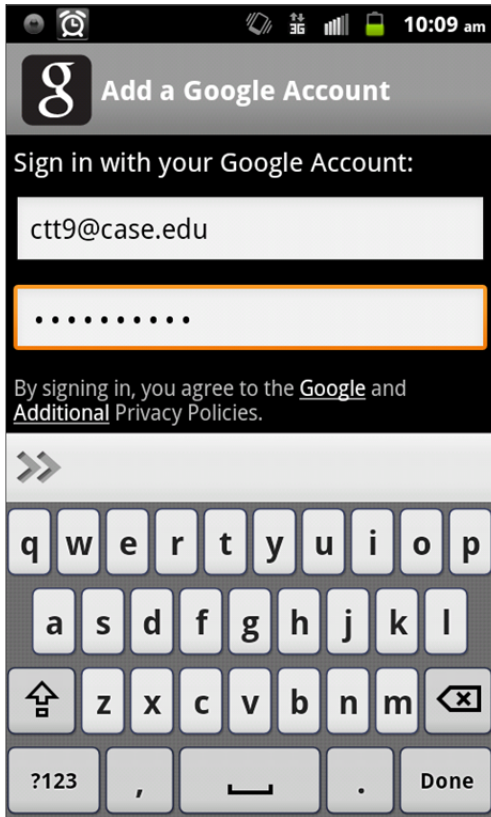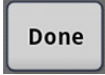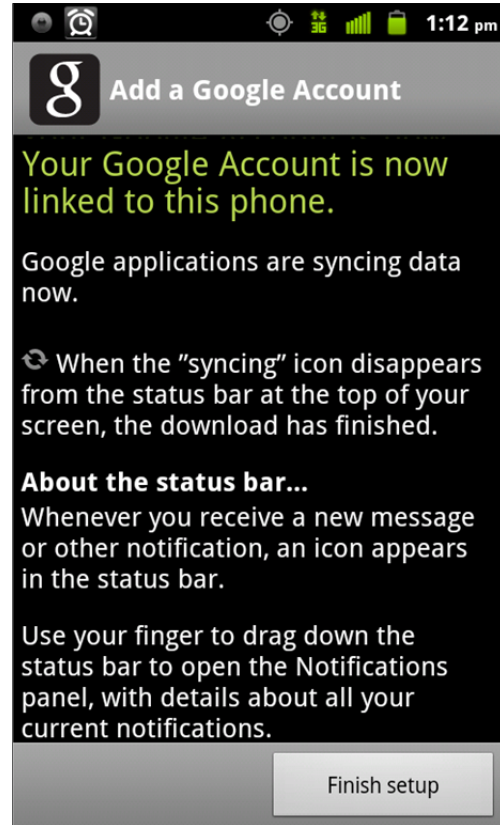| Step	Action
15.	From the **Accounts & sync settings** menu, tap the **Add account** button. Ensure the **Background data** and **Auto-sync** options are enabled. Add account
16.	Tap the **Google icon** shown on the **Add an account** menu. Google
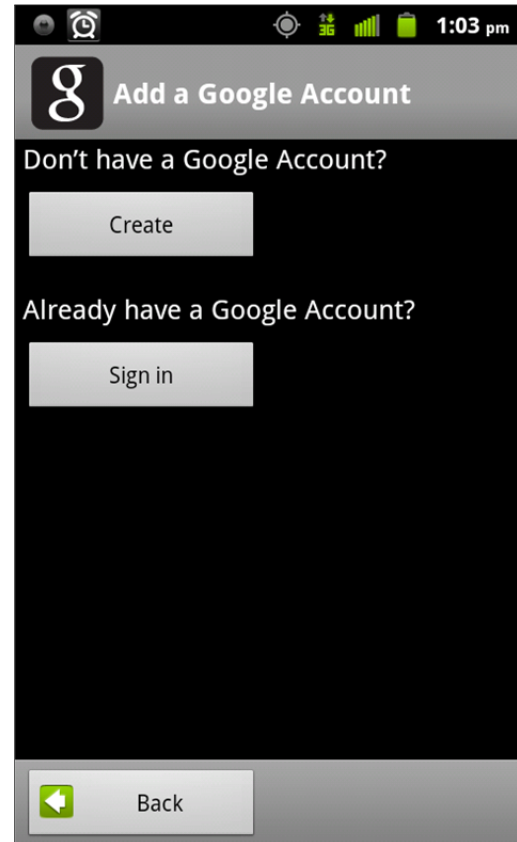
Step	Action
17.	Tap the **Next** button.
18.	Tap the **Sign in** button to set up your CWRU Google Mail account. **Note**: You can configure multiple Google accounts on your smartphone

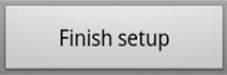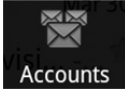| Step	Action
19.	Enter your **CWRU Email address** (*abc123@case.edu*) and **Password** and then tap **Done** to continue. [Done]
20.	Your Android smartphone will then synchronize with your CWRU Google Mail account.
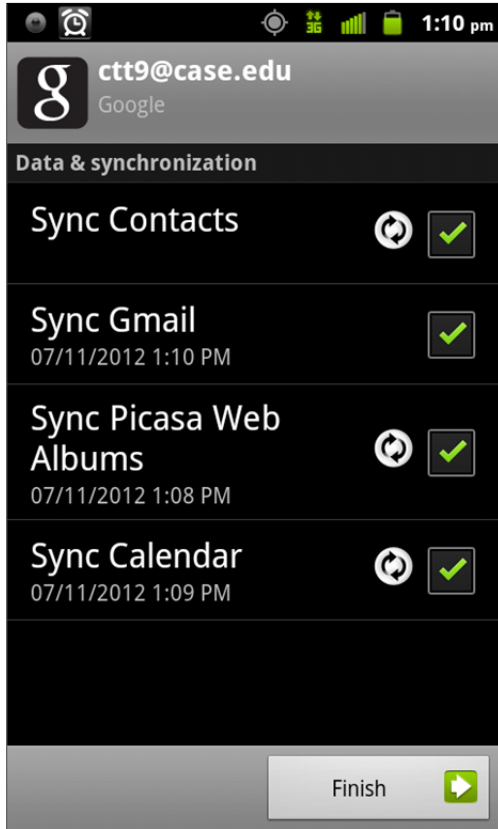
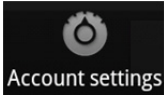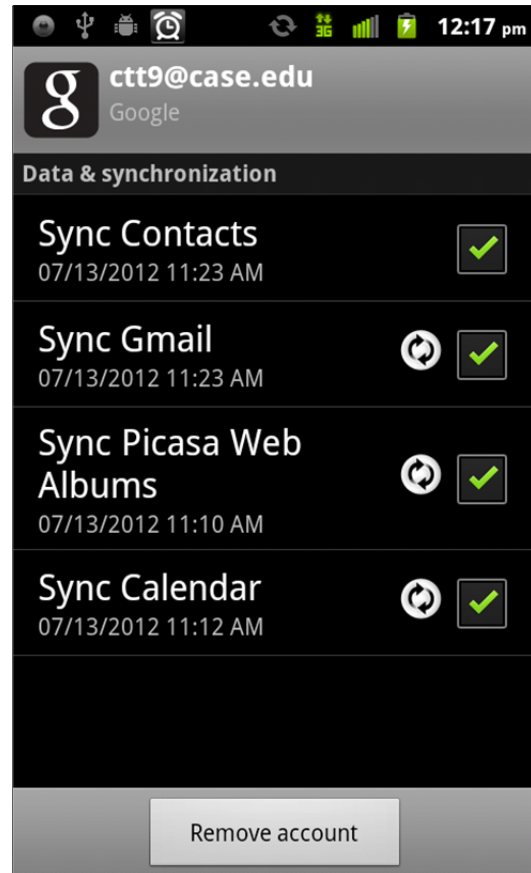| Step	Action
21.	You have the option of synchronizing your Google contacts, web albums and calendar(s). Tap the options you want to select them and then tap the **Finish** button.
22.	Tap **Finish setup** to continue. Your Android smartphone will continue the synchronization process in the background.
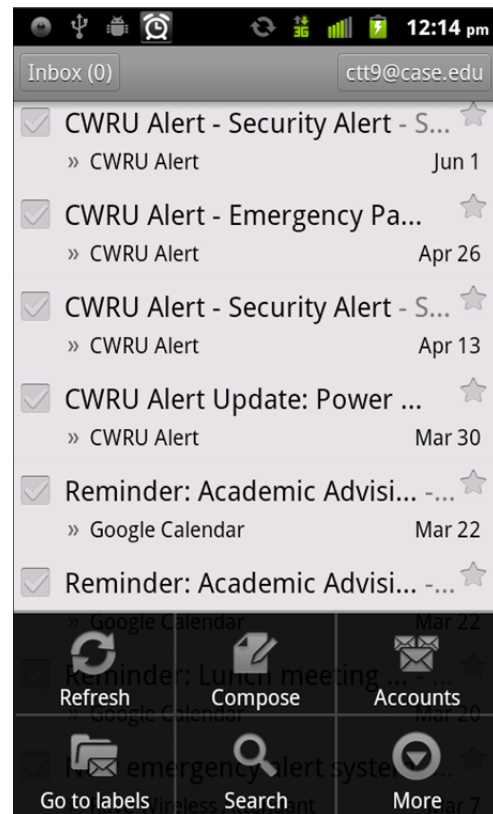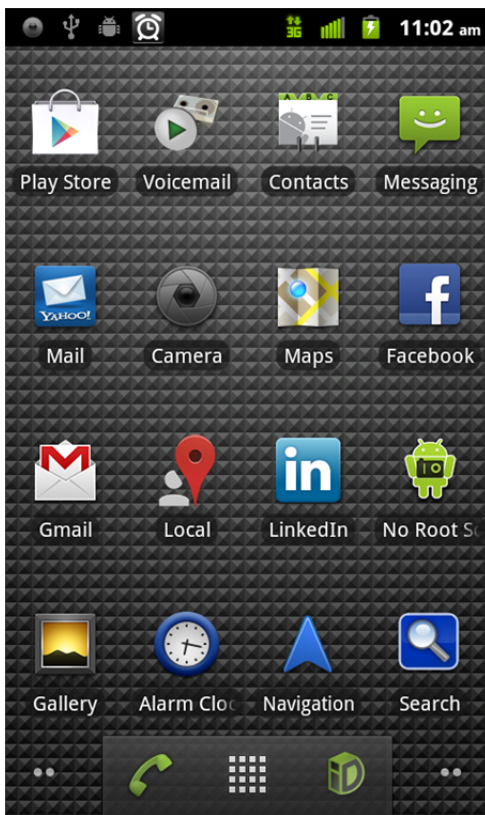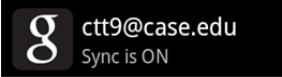
Step	Action
23.	The Google Mail places an icon on your smartphone's home screen. Tap the **Gmail icon** to open your CWRU Google Mail.
24.	Tap the **Accounts** button to review your Google Mail account settings.

Step	Action
25.	Tap the **Account name** (*abc123@case.edu*). ctt9@case.edu Inbox
26.	Tap the **Account settings** button. Account settings

Step	Action
27.	Tap the **Account name** (*abc123@case.edu*) to review the data and synchronization details. **Note**: You can add another Google Mail account by tapping the **Add Account** button and remove an existing account by tapping the **Remove Account** button.