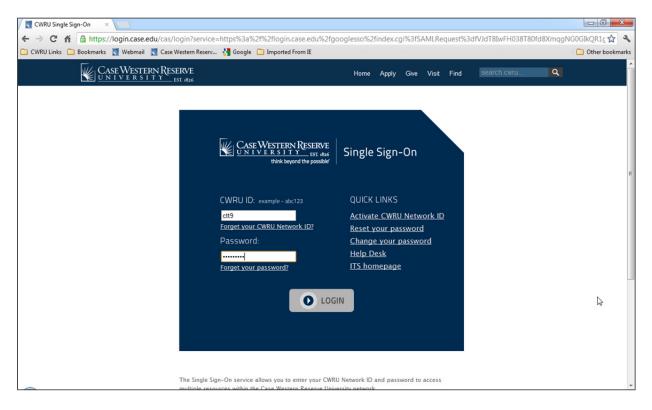


Initial Setup of Google Mail[™] for the Android[™] Smartphone

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.



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Initial Setup of Google Mail™ for the Android™ Smartphone

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COMPOSE	✓ Unread		Display Density:
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mportant			Compact
Sent Mail	 Everything else 		Settings
Prafts	CWRU Alert	CWRU Alert - Security Alert - SECURITY ALERT - 5/31/12 CWRU Police & Security Services The follo	Themes 🗳
Search people	CWRU Alert	CWRU Alert - Emergency Passed - CWRU Alert: The car fire in a parking lot on Magnolia Drive has be	Report a bug Help
Casey Test Sign into chat	CWRU Alert	CWRU Alert - Security Alert - SECURITY ALERT CWRU Police & Security Services Location of Incident:	in Apr 13
Call phone	CWRU Alert	CWRU Alert Update: Power Being Restored - CWRU Alert Update: Cleveland Public Power crews identified	ed t Mar 30
	Google Calendar	Reminder: Academic Advising @ Thu Mar 22 12pm - 4pm (Casey Test) - more details » Academic Advisi	ing Mar 22
	□ ☆ □ Google Calendar	Reminder: Academic Advising @ Thu Mar 22 8am - 11am (Casey Test) - more details » Academic Advisi	ing Mar 22
	Google Calendar	Reminder: Lunch meeting @ Tue Mar 20 12pm - 1pm (Casey Test) - more details » Lunch meeting When	n Tu Mar 20
	🗌 📩 📄 Rave Wireless Attendant	New emergency alert system - From: Senior Vice President for Administration John D. Wheeler Subject:	Ne Mar 7
	Google Calendar	Reminder: calendar @ Fri Feb 17 2pm - 2:50pm (Casey Test) - more details » calendar When Fri Feb 17	2pr Feb 17
-			

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



🗹 Settings - ctt9@case.edu - 🚿			
	//mail.google.com/mail/?shva=1#se	ettings/fwdandpop	5
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Mail -	Settings		Q ~
COMPOSE	General Labels Accounts	Filters Forwarding and POP/IMAP Chat Web Clips Labs Inbox Offline Themes	
Inbox	Forwarding: Learn more	Add a forwarding address	
Important	Learn more	Tip: You can also forward only some of your mail by creating a filter!	
Sent Mail	POP Download:	1. Status: POP is enabled for all mail that has arrived since 9/28/09	
Drafts	Learn more	Enable POP for all mail (even mail that's already been downloaded)	
Chat		Enable POP for mail that arrives from now on Disable POP	
		2. When messages are accessed with POP keep Case Western Reserve University Mail's copy in the Inbox	*
Search people			v
 Casey Test Sign into chat 		3. Configure your email client (e.g. Outlook, Eudora, Netscape Mail) Configuration instructions	
Call phone	IMAP Access:	Status: IMAP is disabled	
	(access Case Western Reserve University Mail from other clients using IMAP) Learn more	Enable IMAP Disable IMAP	
		When I mark a message in IMAP as deleted:	
		 Auto-Expunge on - Immediately update the server. (default) Auto-Expunge off - Wait for the client to update the server. 	
		When a message is marked as deleted and expunged from the last visible IMAP folder:	
		 Archive the message (default) Move the message to the Trash 	
		Immediately delete the message forever	

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



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COMPOSE	General Labels Accounts	Filters Forwarding and POP/IMAP Chat Web Clips Labs Inbox Offline Themes	
Inbox	IMAP Access:	Status: IMAP is disabled	
Important	(access Case Western Reserve University Mail from other clients using IMAP) Learn more	Enable IMAP Disable IMAP	
Sent Mail		When I mark a message in IMAP as deleted:	
Drafts		Auto-Expunge on - Immediately update the server. (default) Auto-Expunge off - Wait for the client to update the server.	
Chat			
Search people		When a message is marked as deleted and expunged from the last visible IMAP folder: @ Archive the message (default)	
Casey Test		Move the message to the Trash Immediately delete the message forever	
Sign into chat		Infinediately delete the message lorever	
Call phone		Folder Size Limits On not limit the number of messages in an IMAP folder (default)	
		C Limit IMAP folders to contain no more than this many messages 1,000	
		Configure your email client (e.g. Outlook, Thunderbird, iPhone) Configuration instructions	
		Save Changes Cancel	
	0% full Using 17 MB of your 25,600 MB	©2012 Google - <u>Terms of Service</u> - <u>Privacy Policy</u> - <u>Program Policies</u> Powered by <u>Google</u>	Last account activity: 9 minutes ago Details

Step	Action
7.	Scroll to the bottom of the Forwarding and POP/IMAP settings window and then click the Save Changes button.



Initial Setup of Google Mail™ for the Android™ Smartphone

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Mail -	C More *		\$ ~
COMPOSE	- Unread		Display Density: Comfortable
Inbox		Woohoo! You've read all the messages in your inbox.	Cozy
Important			Compact
Sent Mail	 Everything else 		Settings
)rafts	🗆 🚖 🕞 CWRU Alert	CWRU Alert - Security Alert - SECURITY ALERT - 5/31/12 CWRU Police & Security Services The follo	Themes
Chat Search people	CWRU Alert	CWRU Alert - Emergency Passed - CWRU Alert: The car fire in a parking lot on Magnolia Drive has be	Report a bug Help
Casey Test Sign into chat	□ ☆ □ CWRU Alert	CWRU Alert - Security Alert - SECURITY ALERT CWRU Police & Security Services Location of Incident	: In Apr 13
Call phone	🗆 🛣 🕞 CWRU Alert	CWRU Alert Update: Power Being Restored - CWRU Alert Update: Cleveland Public Power crews identifi	ied 1 Mar 30
	□ ☆ □ Google Calendar	Reminder: Academic Advising @ Thu Mar 22 12pm - 4pm (Casey Test) - more details » Academic Advisi	ing Mar 22
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	🗆 🙀 🕞 Google Calendar	Reminder: calendar @ Fri Feb 17 2pm - 2:50pm (Casey Test) - more details » calendar When Fri Feb 17	2pr Feb 17
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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.
	Settings



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Inbox	System labels	Show in label list			
Important	Inbox				Show in IMAP
Sent Mail	Starred	show hide			Show in IMAP
Drafts	Important	show hide			Show in IMAP
Chat	Chats	show hide			Show in IMAP
Search people	Sent Mail	show hide			Show in IMAP
Casey Test Sign into chat	Drafts	show hide show if unread			Show in IMAP
Call phone	All Mail	show hide			Show in IMAP
	Spam	show hide show if unread			Show in IMAP
	Trash	show hide			Show in IMAP
	Labels	Show in label list v	Show in message list v	Actions	
	Create new label				
	[Imap]/Drafts 0 conversations	show hide show if unread	show hide	remove edit	Show in IMAP
	Deleted Messages	show hide show if unread	show hide	remove edit	Show in IMAP

Step	Action
10.	Click the Labels menu item.
	Labels
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.
	Show in IMAP



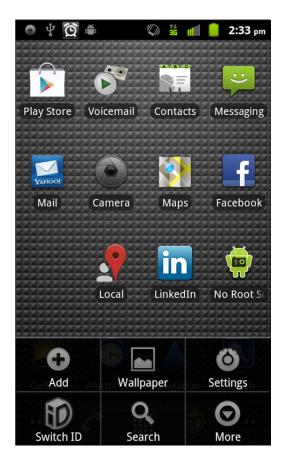
Initial Setup of Google Mail™ for the Android™ Smartphone

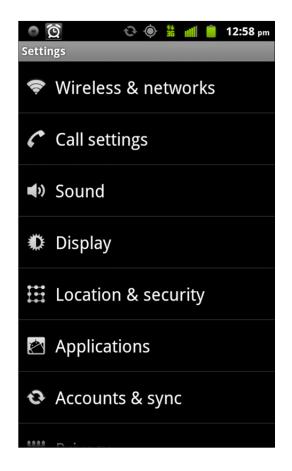
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Mail -	Settings				This account is managed by case.edu. Learn more
COMPOSE	General Labels Account	nts Filters Forwarding and POP/IMAP C	that Web Cline Labe Jaboy O	ffling Thomas	Css Tester
COMPOSE	System labels	Show in label list	mat web clips Labs libbox O	nine mene:	ctt9@case.edu Account – Privacy
Inbox	Inbox	Show in label list			
Important					Join Google+
Sent Mail	Starred	show hide			
Drafts	Important	show hide			Add account Sign out
Chat	Chats	show hide			Show in IMAP
Search people	Sent Mail	show hide			Show in IMAP
Casey Test Sign into chat	Drafts	show hide show if unread			Show in IMAP
Call phone	All Mail	show hide			Show in IMAP
	Spam	show hide show if unread			Show in IMAP
	Trash	show hide			Show in IMAP
	Labels	Show in label list v	Show in message list v	Actions	
	Create new label				
	[Imap]/Drafts 0 conversations	show hide show if unread	show hide	remove ed	it Show in IMAP
	Deleted Messages	show hide show if unread	show hide	remove ed	it Show in IMAP

Step	Action
12.	Sign out of the Google Mail web interface using the Sign out button.
	Sign out



Initial Setup of Google Mail™ for the Android™ Smartphone





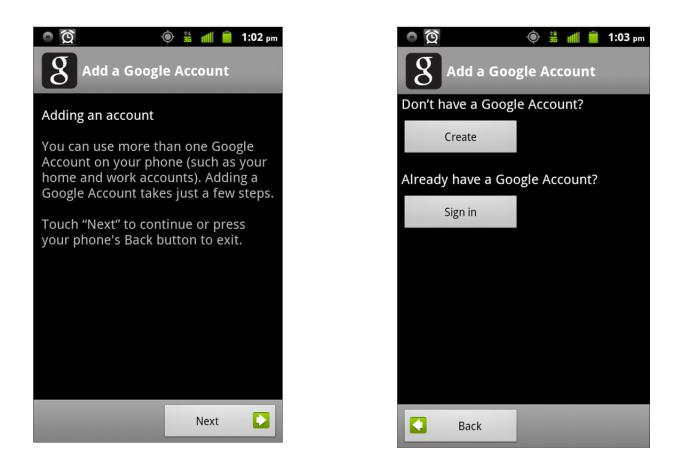
Step	Action
13.	Tap the Settings application from your smartphone's home screen to begin.
	Settings
14.	Tap the Accounts & Sync option from the Settings menu.
	 Accounts & sync

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• 🔯 🛛 🕹 🐳 📶 🛑	12:59 pm
Accounts & sync settings	
General sync settings	
Background data	
Applications can sync, send, and receive data at any time	
Auto-sync	
Applications sync data automatically	
Manage accounts	
abc123@gmail.com Sync is OFF	Ø
abc123@gmail.com Sync is ON	Ø
Add account	

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.
	8 Google

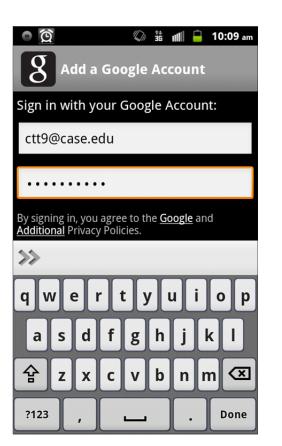


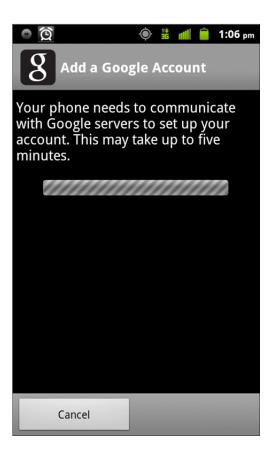


Step	Action
17.	Tap the Next button.
	Next
18.	Tap the Sign in button to set up your CWRU Google Mail account.
	Sign in
	Note: You can configure multiple Google accounts on your smartphone

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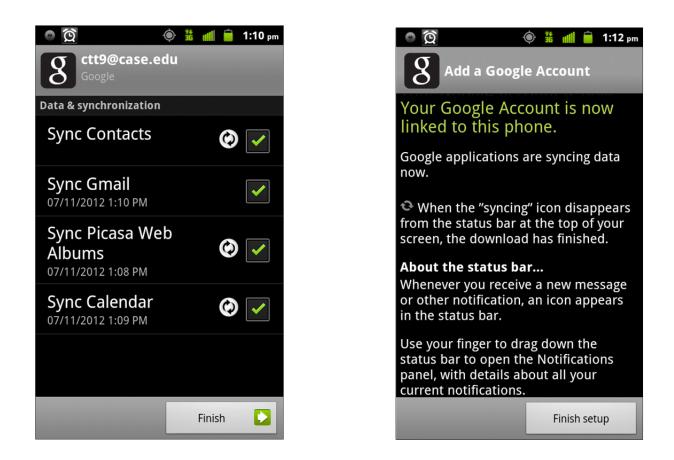




Step	Action
19.	Enter your CWRU Email address (<i>abc123@case.edu</i>) and Password and then tap Done to continue.
20.	Your Android smartphone will then synchronize with your CWRU Google Mail account.



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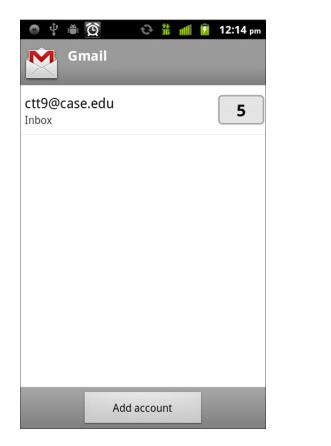
Step	Action
21.	You have the option of synchronizing your Google contacts, web albums and calendar(s). Tap the options you want to select them and then tap the Finish button.
22.	Tap Finish setup to continue. Your Android smartphone will continue the synchronization process in the background. Finish setup





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.







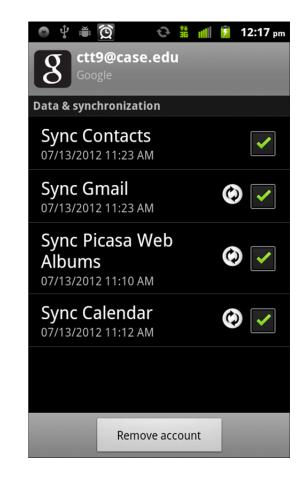
Step	Action
25.	Tap the Account name (abc123@case.edu). ctt9@case.edu Inbox
26.	Tap the Account settings button.

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Initial Setup of Google Mail™ for the Android™ Smartphone

● ‡ ⊕ 🔯 🕹 👬 📶 👂	12:16 pm
General sync settings	
Background data Applications can sync, send, and receive data at any time	 Image: A start of the start of
Auto-sync Applications sync data automatically	✓
Manage accounts	
g ctt9@case.edu Sync is ON	Ø
Add account	



Step	Action
27.	Tap the Account name (<i>abc123@case.edu</i>) to review the data and synchronization details.
	8 ctt9@case.edu Sync is ON
	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.
	Add account Remove account