

Accessing your ITCS Exchange email through Gmail.

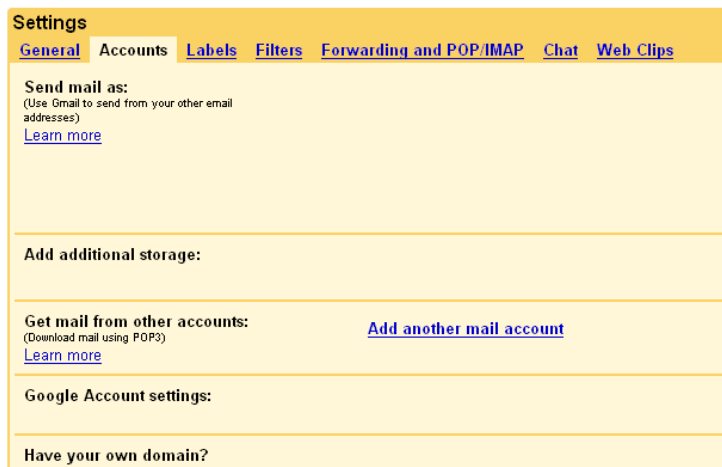
Users who prefer to read their ITCS Exchange email in their Gmail account can do so by configuring Gmail to pull their email from the Exchange system. This will let you read email and see meeting invitations; however you will still need to connect to the Exchange system to view/update your ITCS Exchange calendar. The basic settings required are:

Server: exchange.umich.edu
Protocol: POP3 over SSL
Port: 995

WARNING: By configuring Gmail to access your ITCS mailbox, you will be trusting Google with your UMROOT username and password and everything these credentials have access to. If you are not comfortable with this, do NOT configure your email this way.

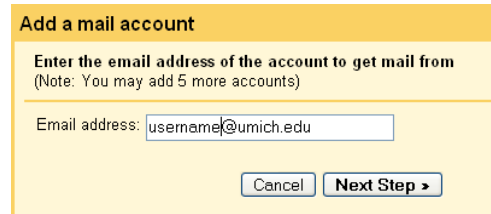
1. Log into your Gmail account.
2. In the upper right corner, click on **Settings**.
3. In the settings window, click on the **Accounts** tab.
4. In the section “Get mail from other Accounts:”, click on **Add another mail account**.

[@gmail.com](#) | [Settings](#) | [Older version](#) | [Help](#) | [Sign out](#)



The screenshot shows the Gmail Settings page with the 'Accounts' tab selected. The 'Send mail as' section is visible, along with 'Add additional storage', 'Get mail from other accounts' (with a link to 'Add another mail account'), and 'Google Account settings'.

5. In the “Add a mail account” window, enter your ITCS Exchange email address. It should be of the form username@umich.edu



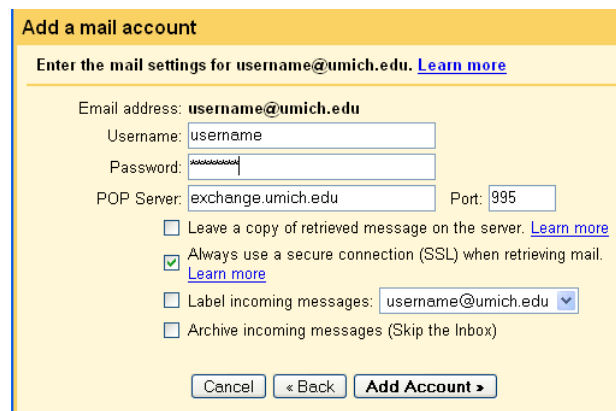
The screenshot shows the 'Add a mail account' dialog box. The 'Email address' field is populated with 'username@umich.edu'. There are 'Cancel' and 'Next Step >' buttons.

6. Click on **Next Step**.

7. Under “Enter the mail settings for ...” the Username field should already be populated. Fill in the following fields:

Password: (your UMROOT password)
POP Server: exchange.umich.edu
Port: 995

8. Make sure “Always use a secure connection (SSL) when retrieving mail is checked.

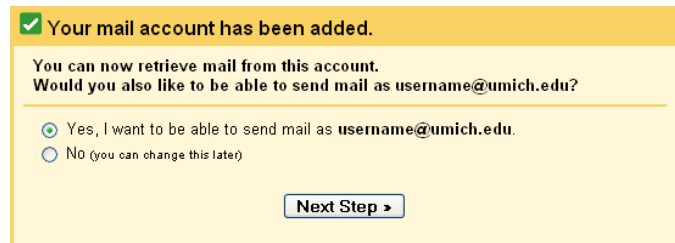


The screenshot shows the 'Add a mail account' dialog box with the 'Mail settings' section expanded. The 'Email address' field is 'username@umich.edu'. The 'Username' field is 'username'. The 'Password' field is masked. The 'POP Server' is 'exchange.umich.edu' and the 'Port' is '995'. The 'Always use a secure connection (SSL) when retrieving mail' checkbox is checked. There are 'Cancel', '< Back', and 'Add Account >' buttons.

9. OPTIONAL: “Leave a copy of retrieved message on the server” - If checked, the message will not be deleted from the ITCS Exchange account when Gmail retrieves it. You will have to manually delete messages from the ITCS Exchange system to keep from going over your storage quota.
10. OPTIONAL: “Label incoming messages:...” – If checked, mail from your ITCS Exchange account will automatically be labeled in Gmail with the label you choose.

11. Click on **Add Account**.

12. If your settings and password are correct, you should see a window stating that your account has been added.



✓ **Your mail account has been added.**

You can now retrieve mail from this account.
Would you also like to be able to send mail as username@umich.edu?

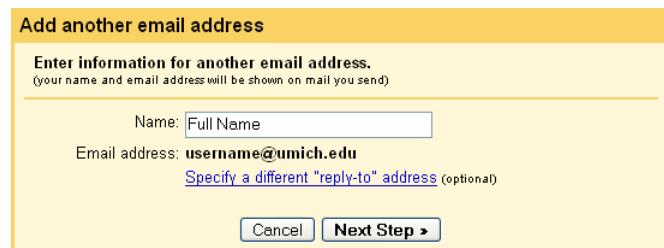
Yes, I want to be able to send mail as **username@umich.edu**.

No (you can change this later)

Next Step >

13. If you wish to send mail from Gmail using your @umich.edu email address, select **Yes**, and click **Next Step**. (If not, click **No**, and close the window. You are finished configuring Gmail to retrieve you ITCS Exchange email.)

14. In the “Add another email address” window, enter your full name as you would like it to appear in messages you send. Then click **Next Step**.



Add another email address

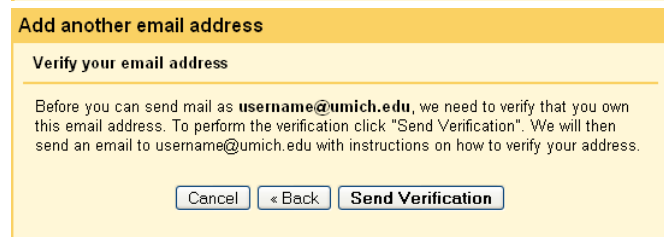
Enter information for another email address.
(your name and email address will be shown on mail you send)

Name:

Email address: **username@umich.edu**
[Specify a different "reply-to" address \(optional\)](#)

Cancel **Next Step >**

15. You will be prompted to verify your email address. Click on **Send Verification** to have Gmail send a verification to your @umich.edu account.



Add another email address

Verify your email address

Before you can send mail as **username@umich.edu**, we need to verify that you own this email address. To perform the verification click "Send Verification". We will then send an email to username@umich.edu with instructions on how to verify your address.

Cancel **< Back** **Send Verification**

16. Check you inbox for the verification message from Gmail. It may take a few minutes to arrive. Once you have the message, click on the verification link in the email to enable sending mail using your @umich.edu address as the “From” address.

17. Close the “Add another email address” window.