

How to setup Google Mail (Gmail) to collect from your HWU Email

Information Services

Introduction

There are two ways to set up Gmail to receive email from your university email account:

- 1. Configure Gmail to collect the email from your mail account. This uses the POP mail protocol to download the email from the University mail servers, into your personal Gmail service.
- 2. Use Microsoft Outlook client if you have access to this (available on the standard University Desktop). You can configure a rule to forward all email to your Gmail account.

This document covers the **first** of these options.

Configure Gmail to collect

- 1. Login to your Gmail account
- 2. Click Settings

3. Click Accounts and Import option

- 4. Locate **Check mail using POP3** option
- Click Add POP3 email account to display the Add a mail account you own dialog box
- Enter your full email address, including @hw.ac.uk (e.g. <u>abc123@hw.ac.uk</u>)

Click Next Step

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Accounts and Import Filters

Get your mail from other accounts in Gmail using POP3.

Add POP3 email account

Via a web browser such as Mozilla Firefox, Microsoft Internet Explorer, Apple Safari, Google Chrome etc

I Settings Help | Sign out



Settings

General

Check mail using POP3:

Labels

- 7. Enter the following information
 - Username: Enter your Heriot-Watt University Webmail username (e.g. abc123)
 - **Password**: your Heriot-Watt University webmail password
 - POP Server: webmail.hw.ac.uk
 - Port: 995
 - Ensure Always use a secure connection (SSL) when retrieving mail is selected
- 8. Click Add Account
- At the Would you also like to be able to send mail as <u>abc123@hw.ac.uk</u> prompt select: -

No	vou	can	change	this	later)
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10. Click Finish

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M google.com https://mail.google.com/mail/?ui=28ik=696e79f42c8.view=ma 🔤 🏠 👔					
Add a mail accoun	it you own				
Enter the mail settin	ngs for pm149@hw.ac.uk. <u>Learn more</u>				
Email address:	pm149@hw.ac.uk				
Username:	pm149				
Password:					
POP Server:	webmail.hw.ac.uk 💌 Port: 995 💌				
	Leave a copy of the retrieved message on the server. Learn more				
	Always use a secure connection (SSL) when retrieving mail. <u>Learn more</u>				
	Label incoming messages: pm149@hw.ac.uk				
Ξ.	Archive incoming messages (Skip the Inbox)				
	Cancel « Back Add Account »				

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M google.com https://mail.google.com/mail/?ui=28ik=696e79f42c8.view=ma8mae=true	:&ma_er 🗮 😭
Edit mail account	
Would you also like to be able to send mail as pm149@hw.ac.uk?	
O Yes, I want to be able to send mail as pm149@hw.ac.uk.	
NO (you can change this later)	
Finish	

Your Gmail account is now setup to download your Heriot-Watt emails into your Gmail account

Send email using your HWU Email address

If you want to send email from Gmail using your HWU Email address

11. Select Yes, I want to be able to send mail as xyz@hw.ac.uk

Click Next Step

12. Enter your name into the **Name box** and confirm the **Email address** displayed is your University email address.

Click Next Step



13. Select Send mail through Gmail

(Note that the University email servers will not allow you to send email through SMTP unless you are connected to a Heriot-Watt University network or full VPN service, which is only available to staff)

Click Next Step

14. Check the email address displayed is correct

Click Send Verification.





15. Click Close window

16. Check your Gmail email and open the verification email.

This should open a new web page and if successful should display a message similar to the one shown.

	another email address you own
Cor	nfirm verification and add your email address
An To	email with a confirmation code was sent to pm149@hw.ac.uk . [<u>Resend email]</u> add your email address, do one of the following:
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	The Gmail user may now send mail as pm149@hw.ac.uk.
	Click here to return to your Gmail account http://mail.google.com.