



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

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

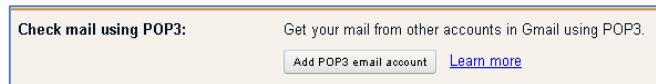
2. Click **Settings**



3. Click **Accounts and Import** option



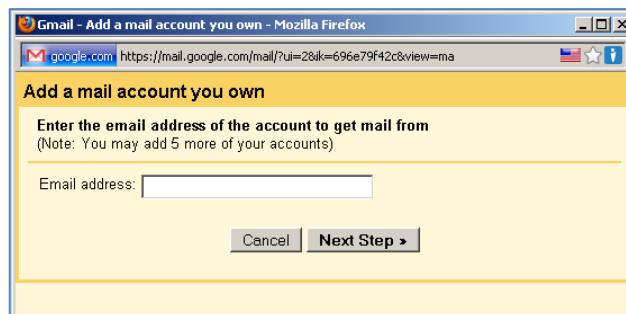
4. Locate **Check mail using POP3** option



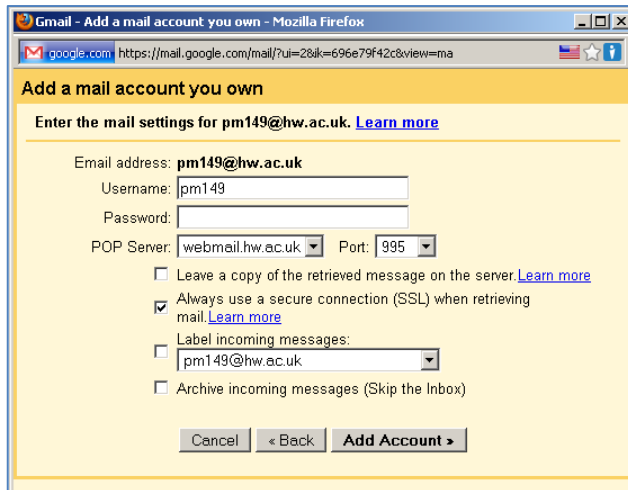
5. Click **Add POP3 email account** to display the Add a mail account you own dialog box

6. Enter your **full email address**, including **@hw.ac.uk** (e.g. abc123@hw.ac.uk)

Click **Next Step**



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**

9. At the **Would you also like to be able to send mail as abc123@hw.ac.uk** prompt select: -

No (you can change this later)



10. Click **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**

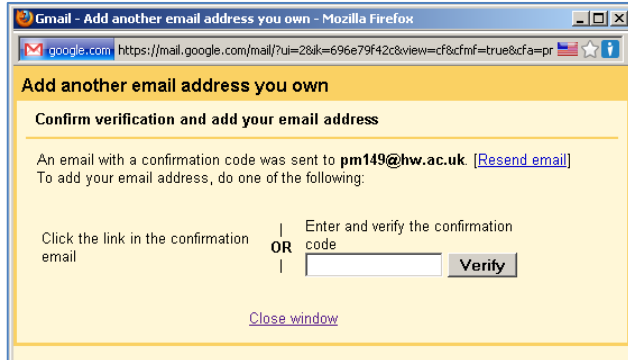


14. Check the email address displayed is correct

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.

