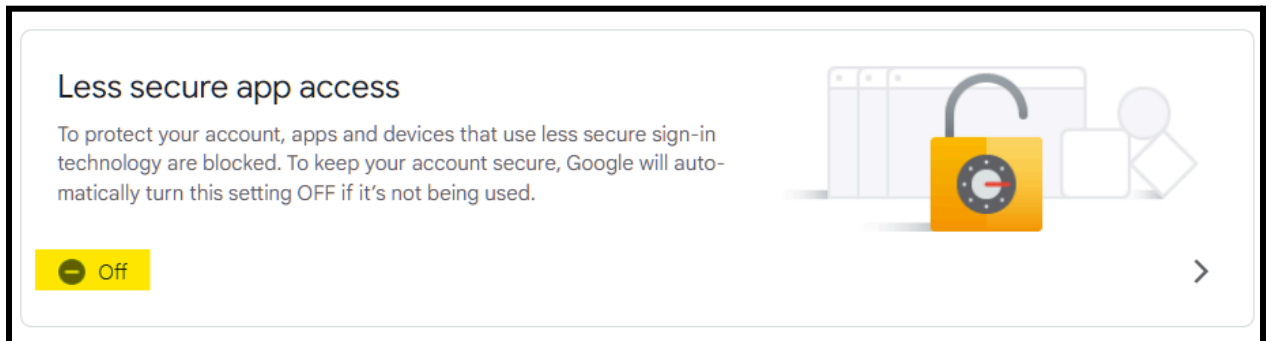


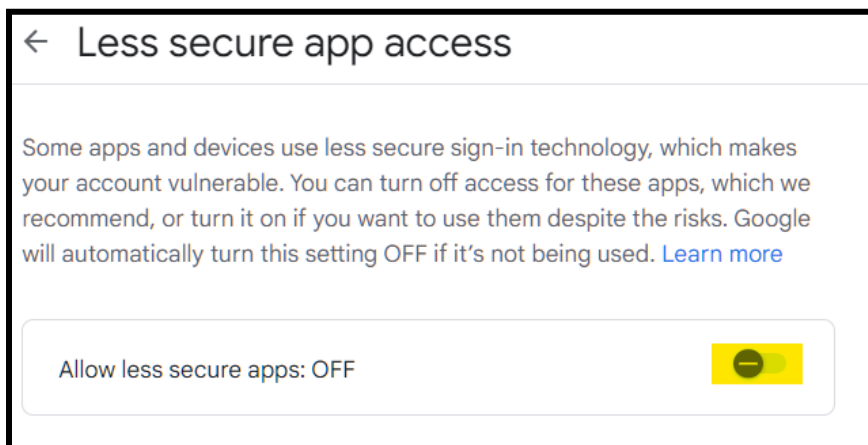
NOTE: This method does NOT transfer labels. If you want to keep your labels, use [Thunderbird software](#) to perform your transfer..

Enable Less Secure App Setting on your CWRU Account

1. Make sure that you have signed up for the university's [Email Routing tool](#) so that any new mail being sent to your CWRU email address is getting delivered to your personal email account. Find out more at the [Alumni Google Workspace FAQ](#).
2. Go to [myaccount.google.com](#).
3. Sign in with your CWRU credentials
4. Select "Security" from the left side menu
5. Scroll down to "Less secure app access" and click on "Off"



6. Click on the slider to "Allow less secure apps: ON"

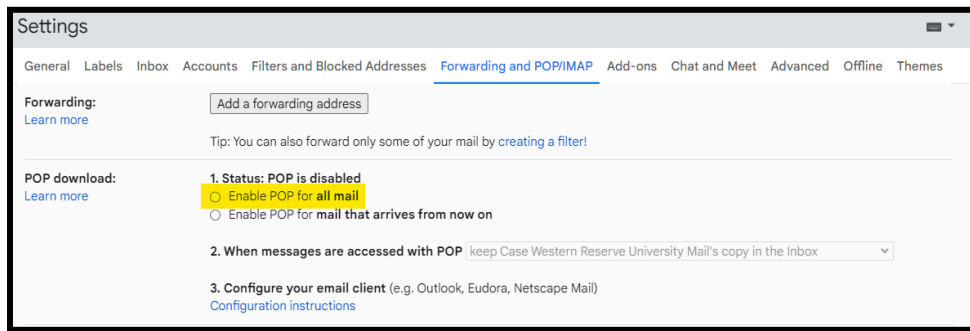


7. Return to your CWRU email

Enable POP on CWRU Email Account

1. Open your [CWRU email account](#)
2. Click on Settings (gear icon in upper right corner) and select "See all settings"
3. Select "Forwarding and POP/IMAP" from the horizontal menu

4. In the section titled “POP download” select “Enable POP for all mail”



5. Click “Save Changes” at the bottom
6. Sign out of your CWRU account

Begin Transfer

1. Sign in to your personal Gmail account
2. Click on Settings (gear icon in upper right corner) and select "See all settings"
3. Select "Accounts and Import" from the horizontal menu
4. In the section titled "Check mail from other accounts" select "Add a mail account"
5. Enter your CWRU email address with the network ID (i.e. abc123@case.edu) and select "Next"
6. Select "Import emails from my other account (POP3)" and click "Next"
7. Enter the following information:
 - **Username:** your CWRU email address with the network ID (i.e. abc123@case.edu)
 - **Password:** your CWRU passphrase
 - **POP Server:** pop.gmail.com
 - **Port:** 995
 - **Leave a copy of retrieved message on the server:** Do NOT check
 - **Always use a secure connection (SSL) when retrieving mail:** Check this
 - **Label incoming message:** optional, but helpful to distinguish mail imported from your CWRU account
 - **Archive incoming messages (Skip in inbox):** optional, check if you do not want to see your CWRU email messages in the inbox of your personal account. If checked, the messages will go to the Archive folder in your personal account.

Add a mail account

Enter the mail settings for abc123@case.edu. [Learn more](#)

Email address: abc123@case.edu

Username: abc123@case.edu

Password:

POP Server: pop.gmail.com Port: 995 ▼

☐ Leave a copy of retrieved message on the server. [Learn more](#)

☒ Always use a secure connection (SSL) when retrieving mail. [Learn more](#)

☐ Label incoming messages: abc123@case.edu ▼

☐ Archive incoming messages (Skip the Inbox)

[Cancel](#) [« Back](#) **Add Account »**

8. Click "Add Account"

9. **Optional:** If you want to be able to send messages from your personal account as your CWRU account, select “Yes”. Click “Next”, and follow the instructions below. Otherwise, select “No” and the transfer will begin.
- If you selected “Yes” above, you will be asked to confirm your name. Keep the box “Treat as an alias” checked, click “Next Step” and enter the information below:
 - i. **SMTP Server:** smtp.case.edu
 - ii. **Port:** 587
 - iii. **Username:** [your CWRU username without “@case.edu”]
 - iv. **Password:** [your university passphrase]
 - v. Keep the selection “Secured connection using TLS (recommended)”
 - vi. Click “Add Account”
 - vii. Go to your CWRU email account (or your personal email, if your CWRU email is being redirected to it), open the message from the “Gmail Team” with the subject “Gmail Confirmation - Send Mail as...”, copy the confirmation code, go back to the setup, paste in the code, and click the “Verify” button.
 - viii. The transfer will begin.
 - ix. Note: when you compose a new message in Gmail, your “from” address will be a dropdown menu and your CWRU email address will be an option. To make your CWRU email address the default “from” address, click on the settings gear, then “See all settings”, then “Accounts and Import”, and finally “make default” next to your CWRU address in the “Send mail as” section.

Following the Progress of the Transfer

1. Sign into your personal Gmail account
2. Click on Settings (gear icon in upper right corner) and select “See all settings”
3. Select “Accounts and Import” from the horizontal menu
4. Scroll down to “Check mail from other accounts” and click on the “View history” link