

Connecting to Exchange Labs from Gmail using POP

Welcome to Gmail

A Google approach to email.

Gmail is a new kind of webmail, built on the idea that email can be more intuitive, efficient, and useful. And maybe even fun. After all, Gmail has:

- Less spam**
Keep unwanted messages out of your inbox with Google's innovative technology.
- Mobile access**
Read Gmail on your mobile phone by pointing your phone's web browser to <http://gmail.com/app>. [Learn more](#)
- Lots of space**
Over 7187.535625 megabytes (and counting) of free storage so you'll never need to delete another message.

Sign in to Gmail with your **Google Account**

Username:

Password:

Remember me on this computer.

[I cannot access my account](#)

New to Gmail? It's free and easy.

[About Gmail](#) [New features!](#)

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Step 1 – Login to Gmail

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Gmail by Google BETA

Search Mail Search the Web [Show search options](#) [Create a filter](#)

[Compose Mail](#)

[Inbox](#) | [Starred](#) | [Chats](#) | [Sent Mail](#) | [Drafts](#) | [All Mail](#) | [Spam](#) | [Trash](#) | [Contacts](#)

Read items from any RSS or Atom feed right here. [Customize Clips](#)

Select: All, None, Read, Unread, Starred, Unstarred

No new mail! Want to read updates from your favorite sites? Try [Google Reader](#)

Select: All, None, Read, Unread, Starred, Unstarred

Step 2 – Click on settings

Gmail by Google BETA

Search Mail Search the Web [Show search options](#) [Create a filter](#)

[Compose Mail](#)

[Inbox](#) | [Starred](#) | [Chats](#) | [Sent Mail](#) | [Drafts](#) | [All Mail](#) | [Spam](#) | [Trash](#) | [Contacts](#)

Settings

General | **Accounts** | [Labels](#) | [Filters](#) | [Forwarding and POP/IMAP](#) | [Chat](#) | [Web Clips](#) | [Labs](#)

Language: Gmail display language: [Show all language options](#)

Maximum page size: Show conversations per page

Keyboard shortcuts: Keyboard shortcuts off Keyboard shortcuts on [Learn more](#)

My picture: [Select a picture](#) that everyone will see when you email them. [Learn more](#)

Step 3 – Click on Accounts.

The screenshot shows the Gmail Settings interface with the 'Accounts' tab selected. The 'Send mail as' section has a text input field and an 'Add another email address' link. The 'Add additional storage' section shows 'You are currently using 0 MB (0%) of your 7187 MB.' with an 'Upgrade your storage' link. The 'Get mail from other accounts' section has an 'Add another mail account' link circled in red. The 'Google Account settings' section has a 'Google Account settings' link. The 'Have your own domain?' section has a 'Learn more' link.

Step 4 – Click on Add another mail account

The screenshot shows the 'Add a mail account' dialog box. It has a title bar 'Add a mail account' and a main heading 'Enter the email address of the account to get mail from (Note: You may add 5 more accounts)'. Below the heading is a text input field labeled 'Email address:'. At the bottom are two buttons: 'Cancel' and 'Next Step >'.

Step 5 – Enter your La Salle University Email/Live Address (user@student.lasalle.edu) and click next.

Add a mail account

Enter the mail settings for user@student.lasalle.edu. [Learn more](#)

Email address: **user@student.lasalle.edu**

Username:

Password:

POP Server: Port:

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:

Archive incoming messages (Skip the Inbox)

Step 6 - Enter the following information:

Username – La Salle Email Address (user@student.lasalle.edu)

Password - Exchange Labs Password (This is the new password you created in the initial setup)

POP Server – pop.exchangelabs.com

Port – 995

Check – Always use a secure connection (SSL) when retrieving mail.

Everything else is optional.

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 user@student.lasalle.edu?

- Yes, I want to be able to send mail as user@student.lasalle.edu.
- No (you can change this later)

Step 7 – (If you wish to send mail using this address (user@student.lasalle.edu) Click Yes. Otherwise Click No.

 **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 `user@student.lasalle.edu`?

- Yes, I want to be able to send mail as `user@student.lasalle.edu`.
- No (you can change this later)

Finish

Step 7a – If you select no Click Finish. This will conclude the setup.

Step 7b – If you select yes click on 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: `user@student.lasalle.edu`

[Specify a different "reply-to" address](#) (optional)

Cancel

Next Step >

Step 8 – Enter your name (This will be the name users see when you reply to an email) and Click Next Step.

Add another email address

Verify your email address

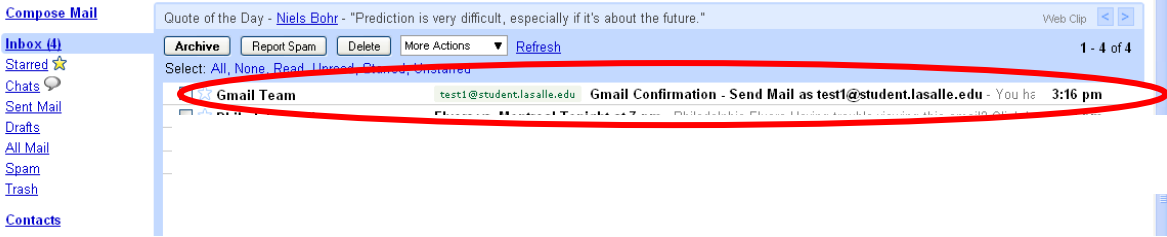
Before you can send mail as `user@student.lasalle.edu`, we need to verify that you own this email address. To perform the verification click "Send Verification". We will then send an email to `user@student.lasalle.edu` with instructions on how to verify your address.

Cancel

« Back

Send Verification

Step 9 – Click Send Verification



Step 10 – Open your inbox and check for the message from the “Gmail Team” and enter the confirmation code below.

Confirm verification and add your email address

An email with a confirmation code was sent to **test1@student.lasalle.edu**.
[\[Resend email\]](#)

To add your email address, do one of the following:

Click on the link in the confirmation email	OR	Enter and verify the confirmation code
		<input type="text"/> <input type="button" value="Verify"/>

[Close window](#)

A screenshot of an email composition window. At the top, there are buttons for 'Send', 'Save Now', and 'Discard'. Below these are the 'From:', 'To:', and 'Subject:' fields. The 'From:' field has a dropdown menu that is open, showing the email address '<test1@student.lasalle.edu>' which is circled in red. Below the 'Subject:' field, there is an 'Attach a file' button. At the bottom of the window, there is a rich text editor toolbar with various icons for bold, italic, underline, font color, text color, bulleted list, numbered list, link, unlink, and text wrap. A 'Check Spelling' button is also visible on the right side of the toolbar.

Please note – You will now have the option of which account you can send the message from. Once you create a new email the “From” section will have a dropdown list for both your Gmail and La Salle email accounts. (Please remember to send from the La Salle Account for official Communication to the University)