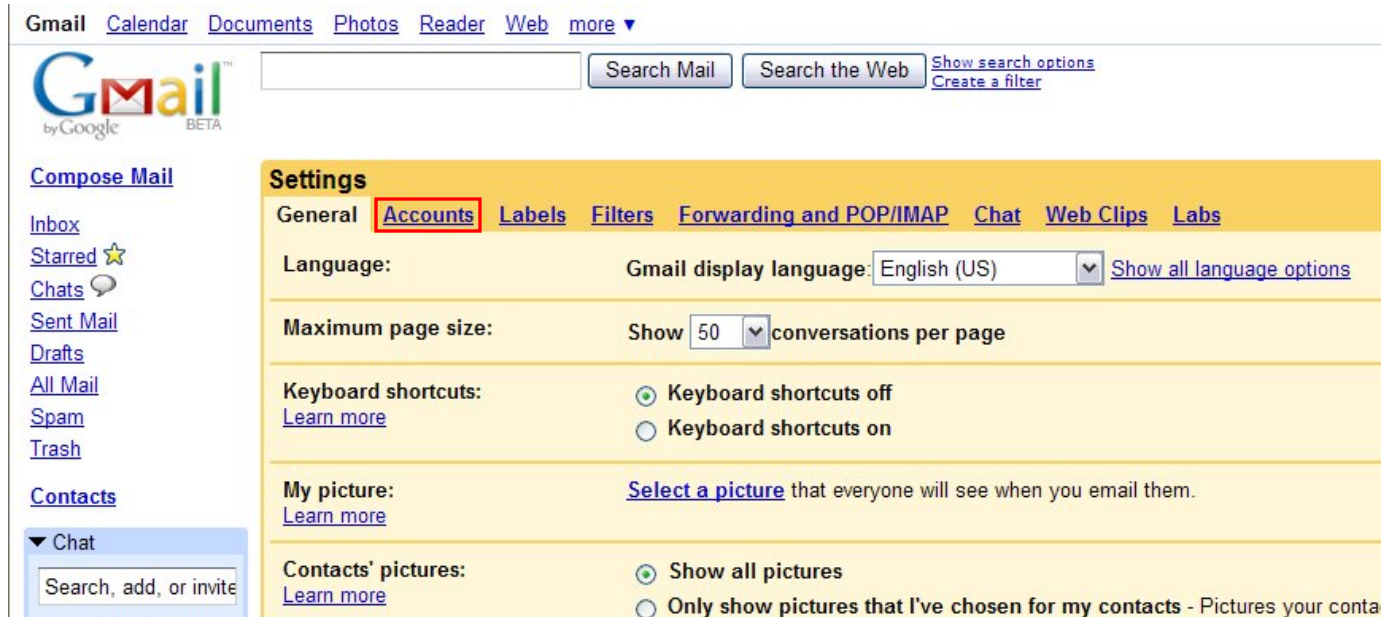


Configuring Gmail to Access La Salle University's Exchange E-mail via POP3

1. Log in to your Gmail account and click on the "Setting" button in the top-right corner of the screen.

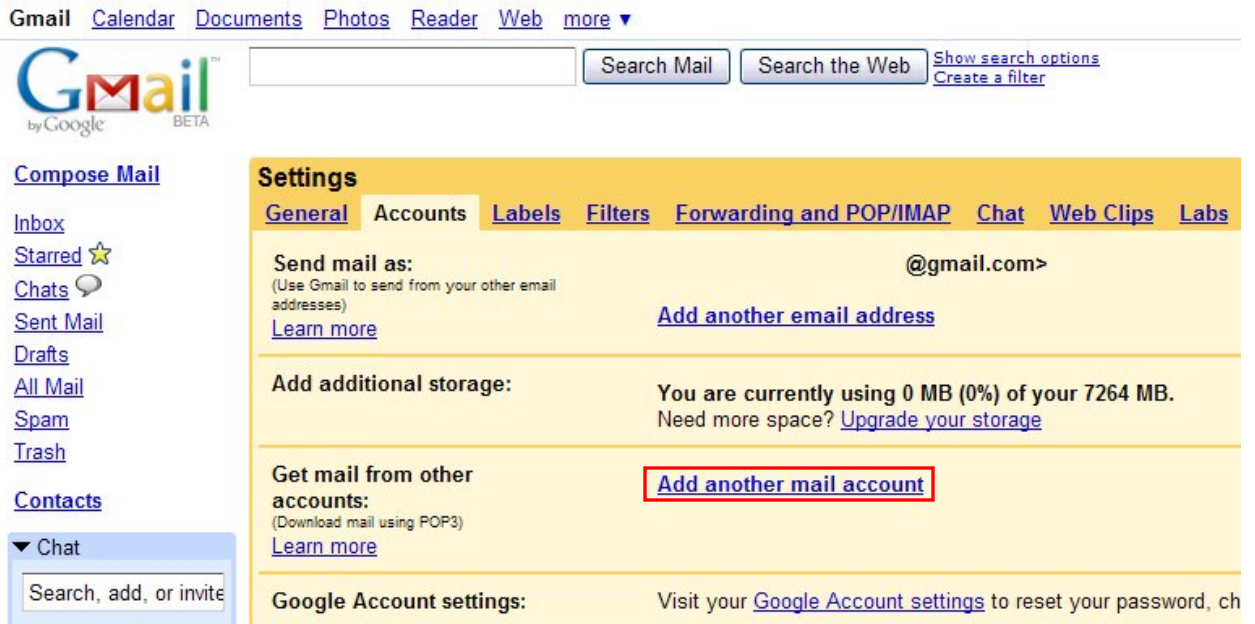


2. On the Settings menu, click "Accounts".



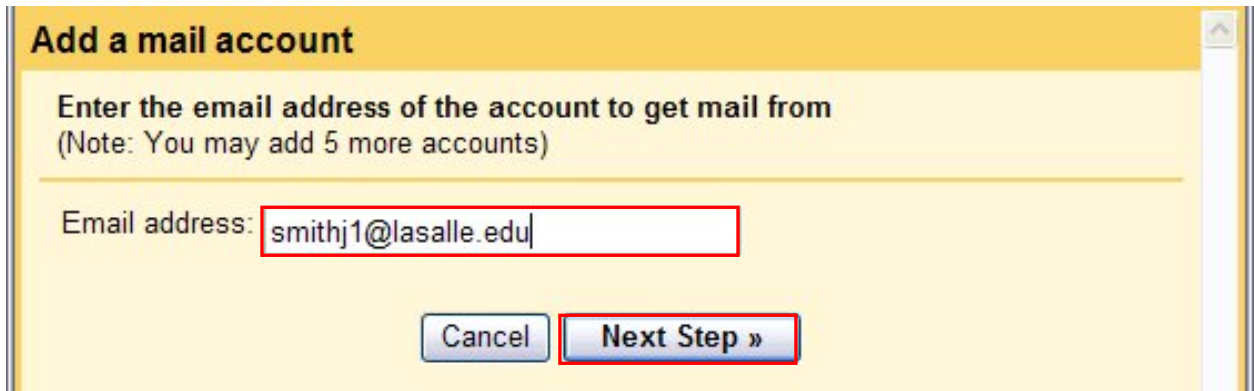
Configuring Gmail to Access La Salle University's Exchange E-mail via POP3

3. On the Accounts menu, click "Add another mail account".



The screenshot shows the Gmail interface with the 'Settings' page open to the 'Accounts' tab. The 'Accounts' tab is highlighted in yellow. Under the 'Accounts' section, there are three main areas: 'Send mail as:', 'Add additional storage:', and 'Get mail from other accounts:'. The 'Send mail as:' section shows the current email address as '@gmail.com>' and includes a link to 'Add another email address'. The 'Add additional storage:' section shows 'You are currently using 0 MB (0%) of your 7264 MB.' and a link to 'Upgrade your storage'. The 'Get mail from other accounts:' section is highlighted with a red box around the 'Add another mail account' link. Below this, there is a 'Google Account settings:' section with a link to 'Google Account settings'.

4. Enter your University E-mail address in the text box labeled "Email address", and then click "Next Step".



The screenshot shows the 'Add a mail account' dialog box. The title bar says 'Add a mail account'. The main text reads 'Enter the email address of the account to get mail from (Note: You may add 5 more accounts)'. Below this, there is a text input field labeled 'Email address:' containing the text 'smithj1@lasalle.edu'. At the bottom of the dialog, there are two buttons: 'Cancel' and 'Next Step »'. The 'Next Step »' button is highlighted with a red box.

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5. Follow the guidelines in the image below to complete the settings on your account. Note that default settings have been modified in this window. Click "Add Account" when you are done.

Add a mail account

Enter the mail settings for smithj1@lasalle.edu. [Learn more](#)

Email address: smithj1@lasalle.edu

Username: smithj1

Password: [masked]

POP Server: mail.lasalle.edu 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: smithj1@lasalle.edu

Archive incoming messages (Skip the Inbox)

6. Accept the default setting and click "Next Step" on the "Your mail account has been added" screen.

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 @lasalle.edu?

Yes, I want to be able to send mail as @lasalle.edu.

No (you can change this later)

Configuring Gmail to Access La Salle University's Exchange E-mail via POP3

7. In the "Name" text box, enter your name as you would like it to appear when you send outgoing messages. For example, "John Smith" would be appropriate, as would be "John A. Smith".

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: @lasalle.edu
[Specify a different "reply-to" address \(optional\)](#)

8. Click "Send Verification".

Add another email address

Verify your email address

Before you can send mail as @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 golia@lasalle.edu with instructions on how to verify your address.

9. Check your University Exchange E-mail account and enter the code you receive in the text box. Then click "Verify". Alternatively, you can click on the link in the confirmation email.

Add another email address

Confirm verification and add your email address

An email with a confirmation code was sent to @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

You may now access your University Exchange E-mail account through Gmail!