

Waseda Mail (Gmail)

Startup Guide

Update History

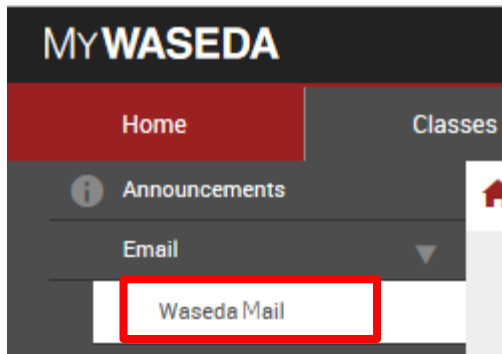
Updated Day	Edition	Updated content
July 27、2016	1.0	First edition created
September 1, 2016.	1.0	"General Purpose Proxy" service is not required

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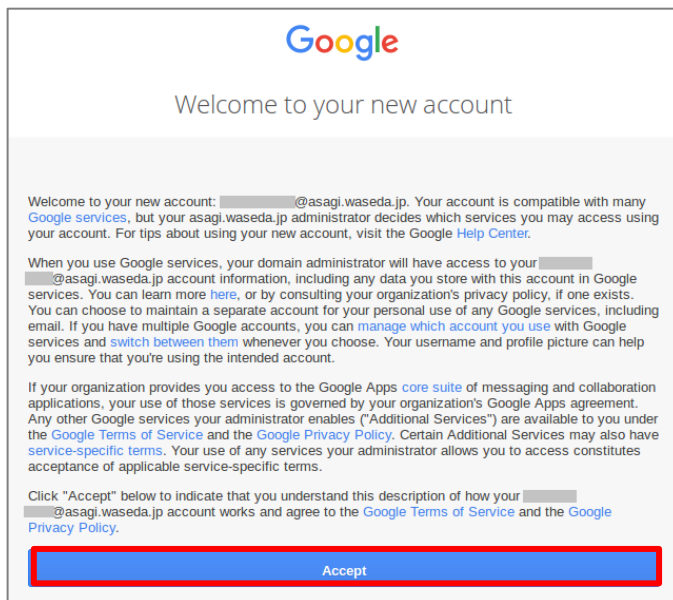
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1 First Log in Setting (required)

1-1) Open [Email] menu and click [Waseda Mail] menu on [Home] global menu of MyWaseda.



1-2) "Welcome to your new account" screen opened, and click [Accept].

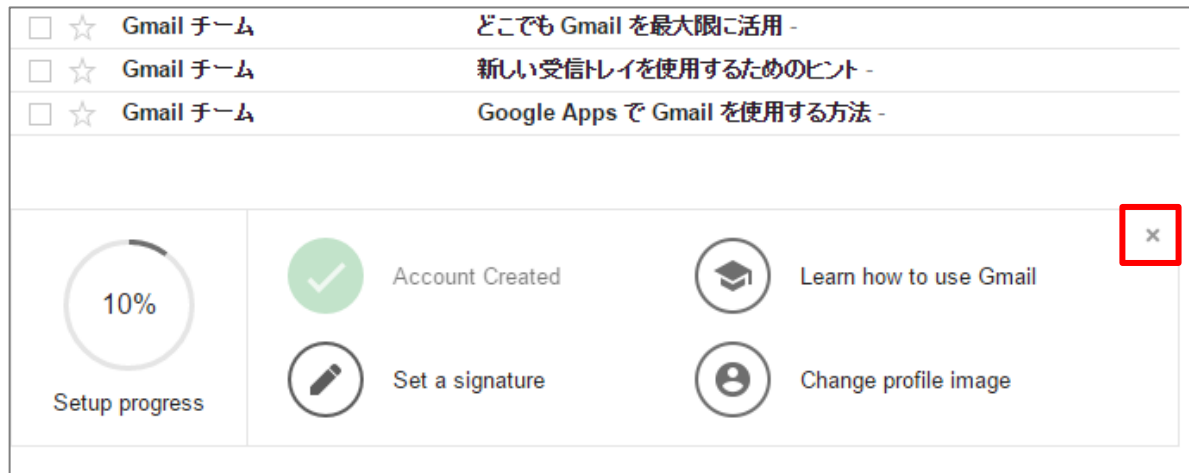


If you received the message in Japanese, click [同意する].



2 Close [Setup progress] (required)

2-1) close the "Setup progress" window.



If you have not changed your Gmail language settings, you received the window in Japanese "セットアップの進行状況".



3 Change your Gmail language settings (optional)

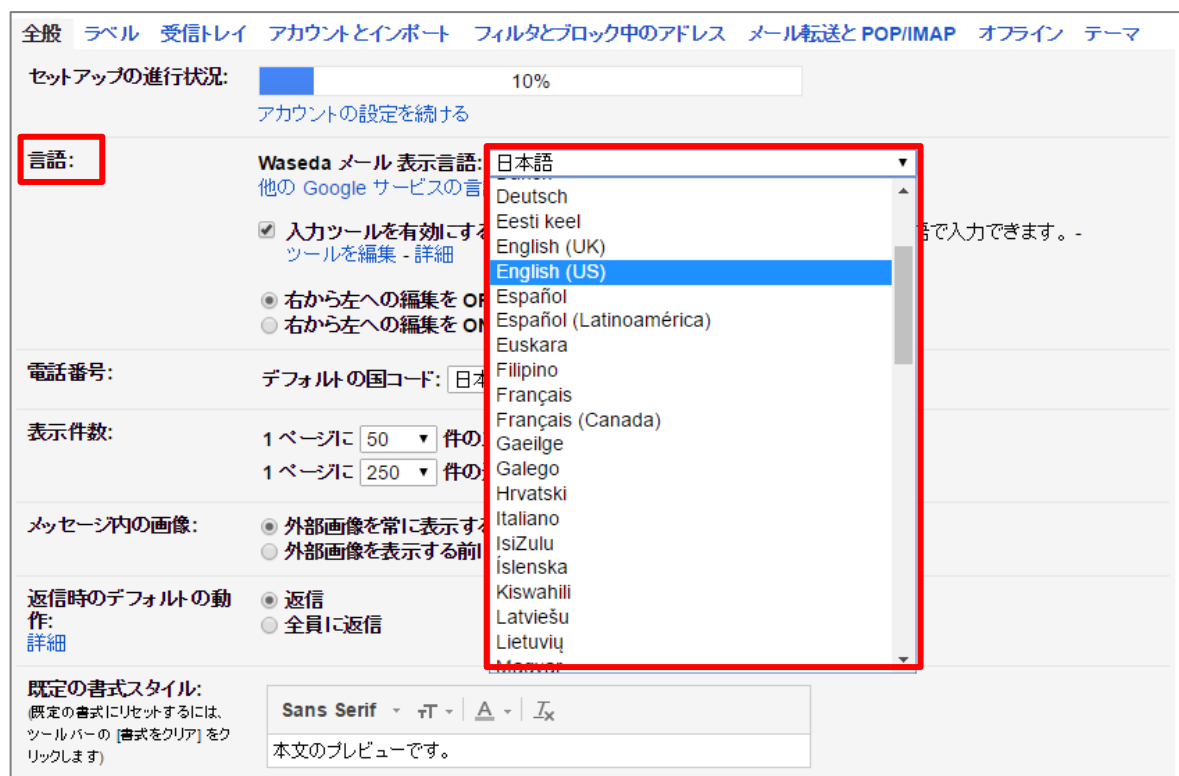
Default language of Waseda Mail (Gmail) is Japanese. You can change your Gmail language settings, if you want to. Please refer to the Google Helps.

Change your Gmail language settings: https://support.google.com/mail/answer/17091?hl=en&ref_topic=3394466

3-1) In the top right, click Settings , and click [設定].



3-2) In the [言語] section, pick a language from the drop-down menu.



3-3) At the bottom of the page, click [変更を保存] button.

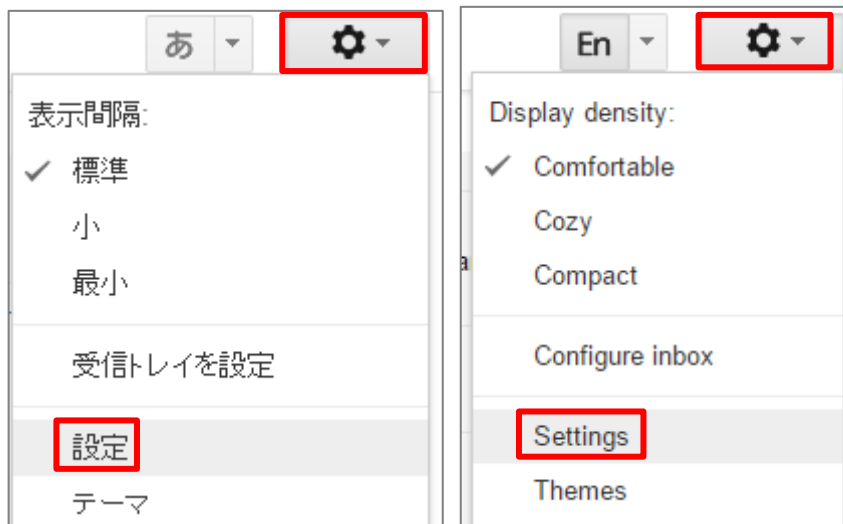


4 Change language settings for other Google products (optional)

Please refer to the Google Accounts Help.

Change language: <https://support.google.com/accounts/answer/32047?hl=en>

4-1) In the top right, click Settings , and click [設定] or [Settings].



4-2) In the [言語] or [Language] section, click [他の Google サービスの言語設定を変更] or [Change language settings for other Google products].



4-3) In the “アカウント設定” section, select [言語と入力ツール], and click [言語]



4-4) To change your language, click edit .



4-5) Choose your language from the dropdown box and click [Ok].

The image shows two side-by-side screenshots of a language selection interface. The left screenshot, titled "言語を選択" (Select Language), displays a search bar and a list of languages. "日本語" is selected with a checkmark, and "English" is highlighted with a red box. The right screenshot, titled "言語変種を選択" (Select Language Variant), displays a list of regions. "United States" is selected with a checkmark, and the "OK" button is highlighted with a red box.

4-6) If you use multiple languages, you can add them to your My Accounts profile by selecting [ADD ANOTHER LANGUAGE].

The image shows a screenshot of the "My Accounts" profile language settings page. It displays the "Default language" section with "English" selected and "United States" as the variant. Below this, there is a section for "Other languages you understand" with a red box highlighting the "ADD ANOTHER LANGUAGE" button.

4-7) Once you've changed language, close the "Account preferences" and "Waseda Mail (Gmail)" browser window. Then, open Waseda Mail, it should be displayed in the language you've selected.

5 Automatically forward Gmail messages to another account (optional)

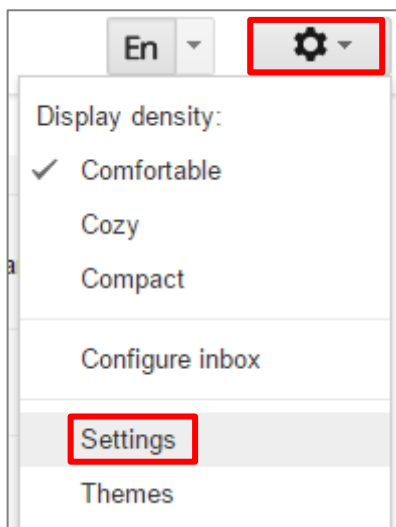
Please refer to the Google Helps.

Automatically forward Gmail messages to another account: <https://support.google.com/mail/answer/10957?hl=en>

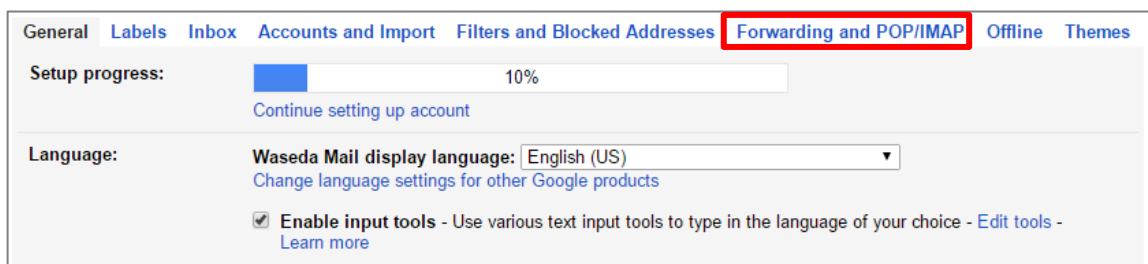
NOTE:

- You can only automatically forward all your messages to one account.
- To forward emails to multiple accounts, use the "Only forward certain kinds of messages" steps to [create filters](#) to forward messages to different accounts.
- When your new messages are forwarded, messages from spam won't be included.
- You can only set up forwarding on your computer, and not on the mobile Gmail app.

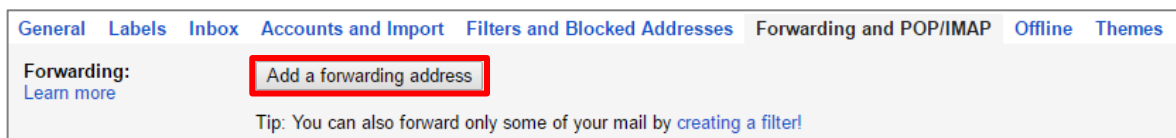
5—1) In the top right, click Settings , and click [Settings].



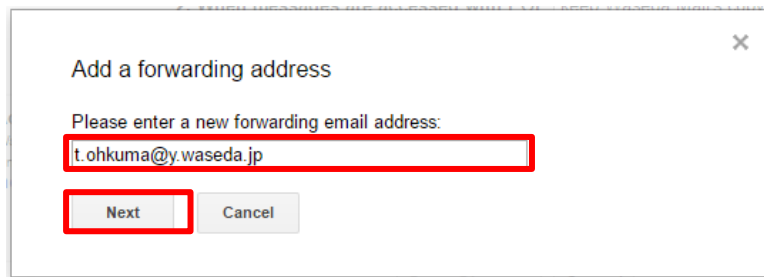
5—2) Click the [Forwarding and POP/IMAP] tab.



5—3) In the [Forwarding] section, click [Add a forwarding address].



5-4) Enter the email address you want to forward messages to, and click [Next].



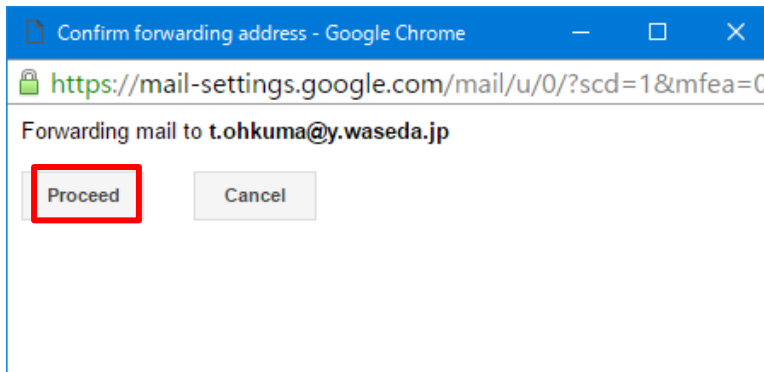
Add a forwarding address

Please enter a new forwarding email address:

t.ohkuma@y.waseda.jp

Next Cancel

5-5) Click [Proceed] and [OK].

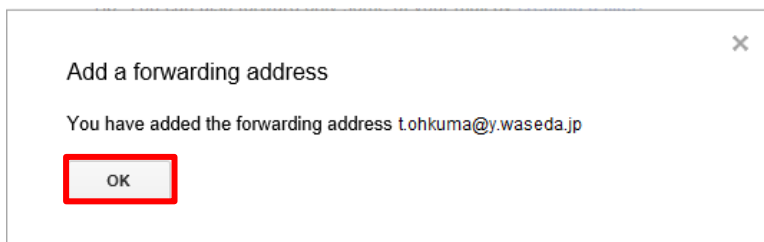


Confirm forwarding address - Google Chrome

https://mail-settings.google.com/mail/u/0/?scd=1&mfea=0

Forwarding mail to t.ohkuma@y.waseda.jp

Proceed Cancel



Add a forwarding address

You have added the forwarding address t.ohkuma@y.waseda.jp

OK

5-6) If you forward Gmail messages to address except for ~@~.waseda.jp, a verification message will be sent to that address.



Add a forwarding address

A confirmation code has been sent to t.ohkuma@xx.com to verify permission.

OK

5–7) Click the verification link in that message, and click [Confirm].

[redacted] has requested to automatically forward mail
to your email [redacted]
address [redacted]
Confirmation code: [redacted]

To allow [redacted] to automatically forward mail to
your address,
please click the link below to confirm the request:

[https://mail-settings.google.com/mail/vf-%
E8%96%B0%E7%A5%B3%E3%BB%9C](https://mail-settings.google.com/mail/vf-%E8%96%B0%E7%A5%B3%E3%BB%9C)

If you click the link and it appears to be broken, please copy and paste it
into a new browser window. If you aren't able to access the link, you
can send the confirmation code
[redacted] to [redacted]

Thanks for using Waseda!

Confirmation

Please confirm forwarding mail of to .

5–8) Go back to the [Forwarding and POP/IMAP] page for the Gmail account you want to forward messages from, and refresh your browser.

5-9) Select Forward a copy of incoming mail to.

[illegible]

5–10) Choose what you want to happen with the Gmail copy of your emails. It is recommended [Keep Waseda Mail's copy in the Inbox].

General

Labels

Inbox

Accounts and Import

Filters and Blocked Addresses

Forwarding and POP/IMAP

Offline

Themes

Forwarding:

Learn more

Disable forwarding

Forward a copy of incoming mail to

t.ohkuma@v.waseda.jp (in use)

 and

keep Waseda Mail's copy in the Inbox

Add a forwarding address

Tip: You can also forward only some of your mail by [creating a filter!](#)

5–11) At the bottom of the page, click [Save Changes].

At the bottom of the page, click **Save Changes**.

6 Set up Gmail with mail clients (optional)

Please refer to the Google Helps.

Set up Gmail with mail clients: https://support.google.com/mail/troubleshooter/1668960?hl=en&ref_topic=3398031

You can retrieve your Gmail messages with a client or device that supports IMAP4 and OAuth 2.0, like Mail Apps for Windows10 or Apple Mail.

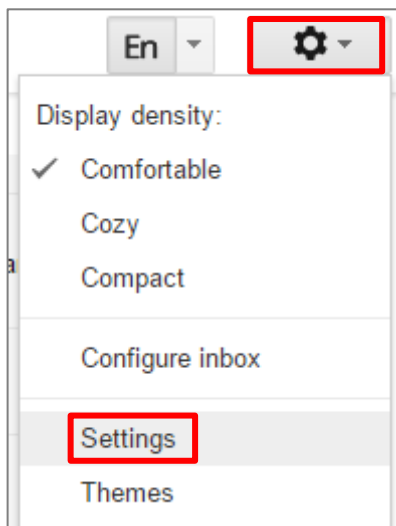
NOTICE:

~~If you access the on-campus network with the "Wired LAN Connections", you need to use the "General Purpose Proxy" service.~~

- "General Purpose Proxy" service is no longer required from September 1, 2016.

STEP 1: Enable IMAP

6-1) In the top right, click Settings , and click [Settings].



6-2) Click the [Forwarding and POP/IMAP] tab.



6—3) Select [Enable IMAP] and click [Save Changes].

The screenshot shows the 'Accounts and Import' settings for a Waseda Mail account. The 'IMAP Access' section is active, showing 'Status: IMAP is enabled'. The 'Enable IMAP' radio button is selected. Below this, there are options for deleting messages: 'When I mark a message in IMAP as deleted' (Auto-Expunge on - Immediately update the server. (default)) and 'When a message is marked as deleted and expunged from the last visible IMAP folder' (Archive the message (default)). There are also 'Folder Size Limits' (Do not limit the number of messages in an IMAP folder (default)). At the bottom, the 'Save Changes' button is highlighted with a red box.

STEP 2: Set up your client

6—4) To send/receive Waseda Mail messages, use the table below to set up your client.

General configuration for mail client

Mail Address	Waseda-net mail address(~@~.waseda.jp)
Account Name or log in Name	Waseda-net mail address(~@~.waseda.jp)
User Authentication	Waseda ID and your password used in MyWaseda
Account Type	IMAP
Incoming Mail (IMAP) Server:	Server name: imap.gmail.com Port: 993 Encrypted connection: SSL Authentication: OAuth2.0
Outgoing Mail (SMTP) Server:	Server name: smtp.gmail.com Port: 587 (or 465) Encrypted connection: TLS (STARTTLS) (or SSL) Authentication: OAuth2.0 (Use Authentication: Yes)
Mail Clients supporting OAuth 2.0	Mail Apps for Windows 8.1/Windows 10 Mozilla Thunderbird 38 or later Mail Apps for MacOS X 10.11 Gmail Apps for iOS/Android OS Mail Apps for iOS 9 or later
Mail Clients not supporting OAuth 2.0 (Unavailable for Waseda Mail)	Windows Live mail 2012 Outlook 2010/2013/2016 Becky! Internet Mail 2

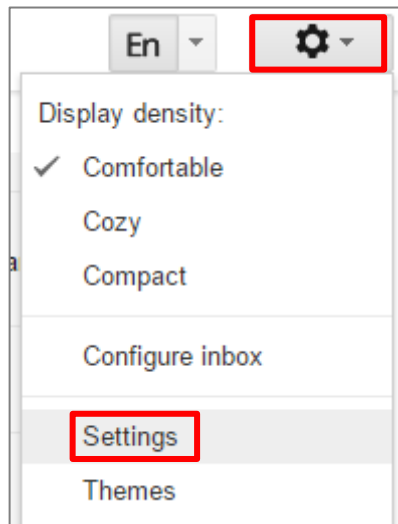
7 Change your username (optional)

You can change the name that shows up when you send emails.

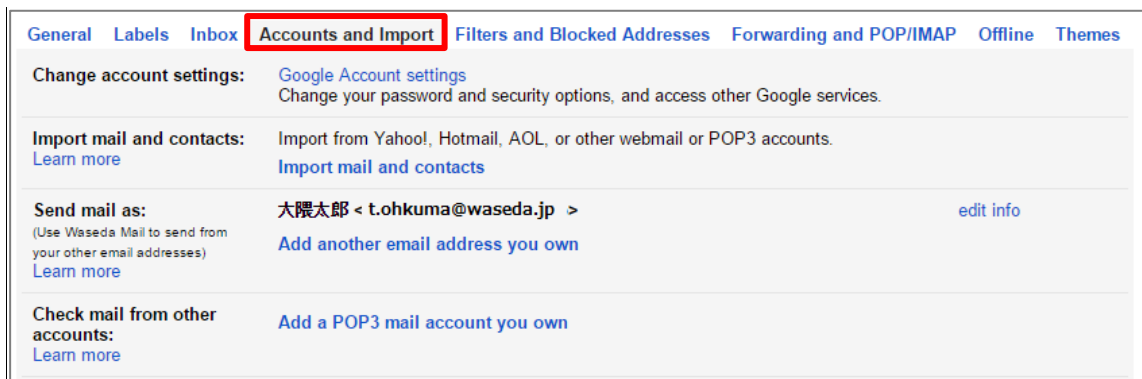
Please refer to the Google Helps.

Change your username: <https://support.google.com/mail/answer/8158?hl=en>

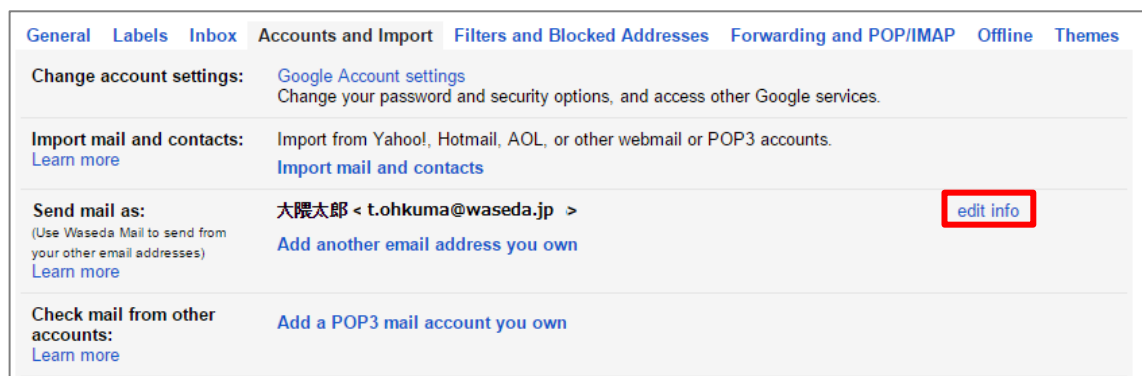
7-1) In the top right, click Settings , and click [Settings].



7-2) Click the [Accounts and Import] tab.



7-3) In the [Send mail as] section, click [edit info].



7-4) Add the name you want to show when you send messages.

Edit email address

Edit information for **t.ohkuma@waseda.jp**
(your name and email address will be shown on mail you send)

Name: ☐ **TARO Ohkuma** your name in Waseda Mail accounts)
☒ **Ohkuma, Taro**

Email address: **t.ohkuma@waseda.jp**
[Specify a different "reply-to" address](#) (optional)

7-5) At the bottom, click [Save Changes].

Edit email address

Edit information for **t.ohkuma@waseda.jp**
(your name and email address will be shown on mail you send)

Name: ☐ **TARO Ohkuma** your name in Waseda Mail accounts)
☒ **Ohkuma, Taro**

Email address: **t.ohkuma@waseda.jp**
[Specify a different "reply-to" address](#) (optional)

8 Inquiry about Waseda Mail

If you have any other questions, please contact by email.

Email address: waseda-net@list.waseda.jp