Waseda Mail（Gmail）
Mail Clients Configuration Guide

Update History

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<tr>
<th>Updated Day</th>
<th>Edition</th>
<th>Updated content</th>
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<tr>
<td>November 1, 2018</td>
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1 Overview

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

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

![Settings button]

1—2) Click the [Forwarding and POP/IMAP] tab.

![Forwarding and POP/IMAP tab]
1—3) Select [Enable IMAP] and click [Save Changes].

![Image of IMAP settings with Enable IMAP selected]

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**STEP 2: Set up your client**

1—4) To send/receive Waseda Mail messages, use the table below to set up your client.

**General configuration for mail client**

<table>
<thead>
<tr>
<th>Mail Address</th>
<th>Waseda-net mail address (<del>@</del>.waseda.jp)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Name or log in Name</td>
<td>Waseda-net mail address (<del>@</del>.waseda.jp)</td>
</tr>
<tr>
<td>User Authentication</td>
<td>Waseda ID and your password used in MyWaseda</td>
</tr>
<tr>
<td>Account Type</td>
<td>IMAP</td>
</tr>
<tr>
<td>Incoming Mail (IMAP) Server:</td>
<td>Server name: imap.gmail.com</td>
</tr>
<tr>
<td></td>
<td>Port: 993</td>
</tr>
<tr>
<td></td>
<td>Encrypted connection: SSL</td>
</tr>
<tr>
<td></td>
<td>Authentication: OAuth2.0</td>
</tr>
<tr>
<td>Outgoing Mail (SMTP) Server:</td>
<td>Server name: smtp.gmail.com</td>
</tr>
<tr>
<td></td>
<td>Port: 587 (or 465)</td>
</tr>
<tr>
<td></td>
<td>Encrypted connection: TLS (STARTTLS)</td>
</tr>
<tr>
<td></td>
<td>Authentication: OAuth2.0 (Use Authentication: Yes)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mail Clients supporting OAuth 2.0</th>
<th>Mail Apps for Windows 8.1/Windows 10</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mozilla Thunderbird 38 or later</td>
</tr>
<tr>
<td></td>
<td>Mail Apps for MacOS X 10.11</td>
</tr>
<tr>
<td></td>
<td>Gmail Apps for iOS/Android OS</td>
</tr>
<tr>
<td></td>
<td>Mail Apps for iOS 9 or later</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mail Clients not supporting OAuth 2.0 (Unavailable for Waseda Mail)</th>
<th>Windows Live mail 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Outlook 2010/2013/2016</td>
</tr>
<tr>
<td></td>
<td>Becky! Internet Mail 2</td>
</tr>
</tbody>
</table>
2 Mail app for Windows 10

This section shows how to set up Mail app for Windows 10 (version 1511, build number 10586).

2—1) Launch Mail App for Windows 10

2—2) The first time you open the Mail app, you’ll see a Welcome page. Click [Add account].

If you had used the Mail app, at the bottom of the left navigation pane, click Settings > [Manage Accounts] > [Add account].
2—3) Click the [Google].

2—4) Enter your Waseda mail address and click [Next].

2—5) Enter your Waseda ID and password, then click [Login].
2-6) In the Google service connection request screen, click [Allow] or [許可].

2-7) Click [Done]. Your data will start syncing as soon as your account is set up.
2—8) At the bottom of the left navigation pane, click Settings > [Manage Accounts], then click your Waseda Mail account > [Change settings].

2—9) Click Change Mailbox sync settings
2—10) Pick a sync span you want from drop-down [Download email from].

Switch off [calendar] in Sync option, and then click [Done] > [Save]
This section shows how to set up Mail app version 9.3(3124) on Mac OS X 10.11 (El Capitan).

3—1) Launch Mail App

3—2) If you haven’t already set up your email account, you’re prompted to set it up when you first open Mail. Click [Google], and [Continue].

♯ If you had created email account, please add additional accounts by choosing [Mail] > [Add Account] menu.

3—3) Enter your Waseda mail address and click [Next].
3—4) Enter your Waseda ID and password, then click [Login].

![Login page]

3—5) Select the [Mail] and click [Done].
If you will be using your Google Contacts, be sure to check that box as well.

![Select apps page]
4 Mozilla Thunderbird

This section shows how to configure Mozilla Thunderbird 45.2.

4—1) Launch Thunderbird.

4—2) Click [Skip this and use my existing email].

4—3) If you already have used Thunderbird, select [File] > [New] > [Existing Mail Account] menu. For Windows users, just press the “Alt” key to temporarily show the menu bar.
4—4) Fill out the form using the values from the table below. Click the [Continue].

![Form with values filled in]

Value to be entered

<table>
<thead>
<tr>
<th>Your Name</th>
<th>Ohkuma, Taro</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email address</td>
<td><a href="mailto:t.ohkuma@waseda.jp">t.ohkuma@waseda.jp</a></td>
</tr>
<tr>
<td>Password</td>
<td>[input is unnecessary]</td>
</tr>
<tr>
<td>Remember password</td>
<td>check</td>
</tr>
</tbody>
</table>

Your name, as shown to others

Waseda-net mail address (~@~.waseda.jp)
4—5) Fill out the form using the values from the table below. Click the [Re-test].

![Image of form]

---

**Value to be entered**

<table>
<thead>
<tr>
<th>Incoming</th>
<th>IMAP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Server hostname</td>
<td>imap.gmail.com</td>
</tr>
<tr>
<td>port</td>
<td>993</td>
</tr>
<tr>
<td>SSL</td>
<td>SSL/TLS</td>
</tr>
<tr>
<td>Authentication</td>
<td>OAuth2 or Autodetect</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Outgoing</th>
<th>SMTP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Server hostname</td>
<td>smtp.gmail.com</td>
</tr>
<tr>
<td>port</td>
<td>465</td>
</tr>
<tr>
<td>SSL</td>
<td>SSL/TLS</td>
</tr>
<tr>
<td>Authentication</td>
<td>OAuth2 or Autodetect</td>
</tr>
</tbody>
</table>

**Username**

Incoming: Waseda-net mail address ( ~@~.waseda.jp )

Outgoing: Waseda-net mail address ( ~@~.waseda.jp )

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**Notice:**

If the auto-setup screen is displayed with the message “Configuration found in Mozilla ISP database”, click [Manual config]. And then, please make sure that configuration is set as described above, and click [Done].
4—6) “The following settings were found by probing the given server” will be shown in the same window. Click [Done]. If Authentication is not “OAuth2”, please change manually.

4—7) Enter your Waseda ID and password, then click [Login].
4—8）In the Google service connection request screen, click [Allow] or [許可].
5 iOS Mail app

This section shows how to set up Mail app on iOS 9.3.4.

5—1) Launch Mail App

5—2) Go to Settings > Mail, Contacts, Calendars. Then tap [Add Account].

5—3) Tap [Google].
5—4) Enter your Waseda mail address and click [Next].

5—5) Enter your Waseda ID and password, then click [Login].

5—6) Choose the [Mail] and tap [Save].
If you will be using your Google Contacts, be sure to choose that box as well.
6 Gmail app (iOS)

This section shows how to set up Gmail app for iOS12.0.1 (version 5.0.181007). Get the Gmail app from the AppStore.

6—1) Launch Gmail App

6—2) Tap [SIGN IN]

6—3) Tap [Google]

6—4) When the following message appears, tap [Continue]
6—5) Enter your Waseda mail address and click [Next].

6—6) Enter your Waseda ID and password, then click [Login].

6—7) When login is completed, your inbox will be displayed.
7 Gmail app (Android)

This section shows how to set up Gmail app for Android (version 8.10.7.218420740.release).
Get the Gmail application from the Play Store.

7—1) Launch Gmail App

7—2) When set Gmail address is displayed, tap ▼ to close it.
Tap [Add account].

7—3) Tap [Google]

7—4) When [Draw unlock pattern] or [Enter lock screen password] is displayed, complete the same operation as screen un-lock and cancel.
7—5) Enter your Waseda mail address and click [Next].

7—6) When the following message appears, tap [Accept].

7—7) Enter your Waseda ID and password, then click [Login].
7—8) When the Waseda mail address is added, tap [Manage accounts].

7—9) Tap [Google]

7—10) Tap your Waseda mail address.
7—11) Turn [Sync Calendar] OFF.

7—12) Tap the leftward arrow [←] at the top of the screen to return.
8 Inquiry about mail clients configuration

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

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