

Waseda Mail (Gmail)

Mail Clients Configuration Guide

Update History

| Updated Day | Edition | Updated content |
|-------------------|---------|---|
| July 27, 2016 | 1.0 | First edition created |
| August 29, 2016 | 1.0 | Add configuration of Thunderbird |
| September 1, 2016 | 1.0 | "General Purpose Proxy" service is not required |
| September 7, 2016 | 1.0 | Add note about configuration for Thunderbird |
| November 1, 2018 | 2.0 | Add configuration of Gmail app |
| | | |

目次

| | | |
|---|--|----|
| 1 | Overview | 3 |
| | STEP 1: Enable IMAP | 3 |
| | STEP 2: Set up your client | 4 |
| 2 | Mail app for Windows 10..... | 5 |
| 3 | Mac OS X Mail app | 10 |
| 4 | Mozilla Thunderbird | 12 |
| 5 | iOS Mail app | 17 |
| 6 | Gmail app (iOS) | 19 |
| 7 | Gmail app (Android) | 21 |
| 8 | Inquiry about mail clients configuration | 25 |

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.

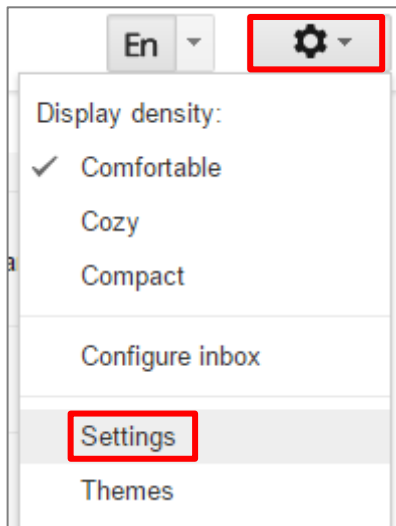
NOTICE:

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

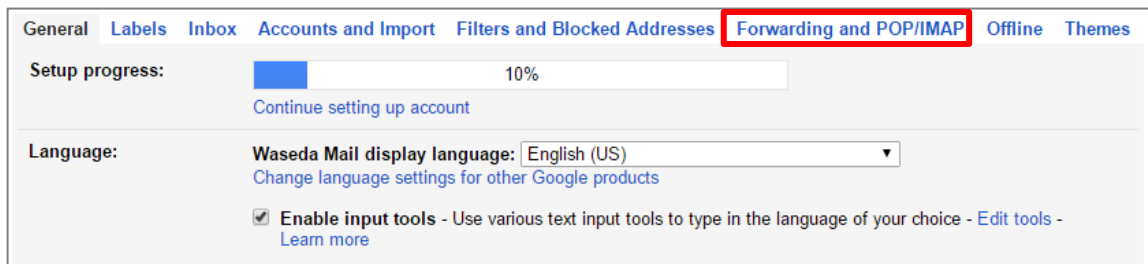
- "General Purpose Proxy" service is no longer required from September 1, 2016.

STEP 1: Enable IMAP

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



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



1—3) Select [Enable IMAP] and click [Save Changes].

The screenshot shows the 'Accounts and Import' settings page. The 'IMAP Access' section is active, showing 'Status: IMAP is enabled'. Underneath, there are two radio buttons: 'Enable IMAP' (which is selected and highlighted with a red box) and 'Disable IMAP'. Below this, there are two sections: 'When I mark a message in IMAP as deleted:' with options for 'Auto-Expunge on' (selected) and 'Auto-Expunge off'; and 'When a message is marked as deleted and expunged from the last visible IMAP folder:' with options for 'Archive the message' (selected), 'Move the message to the Trash', and 'Immediately delete the message forever'. There is also a 'Folder Size Limits' section with options for 'Do not limit the number of messages' (selected) and 'Limit IMAP folders to contain no more than this many messages' (set to 1,000). At the bottom, there is a 'Configure your email client' section with a 'Configuration instructions' link. The 'Save Changes' button at the bottom right is highlighted with a red box.

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

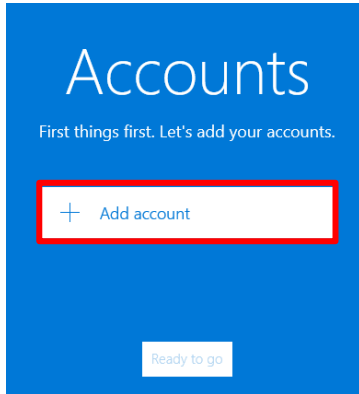
| | |
|--|---|
| Mail Address | Waseda-net mail address(~@~.waseda.jp) |
| Account Name or log in Name | Waseda-net mail address(~@~.waseda.jp) |
| User Authentication | Waseda ID and your password used in MyWaseda |
| Account Type | IMAP |
| Incoming Mail (IMAP) Server: | Server name: imap.gmail.com 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 |

2 Mail app for Windows 10

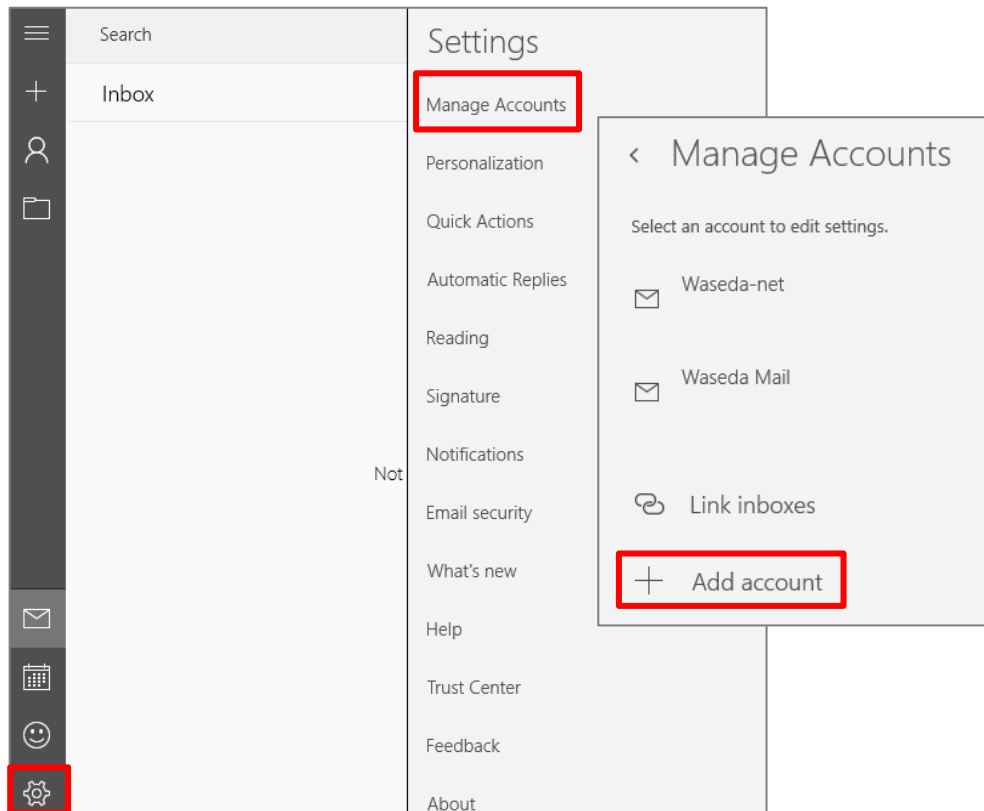
This section shows how to set up Mail app for Windows 10 (version 1511, build number 10586).

2-1) Launch Mail App for Windows 10

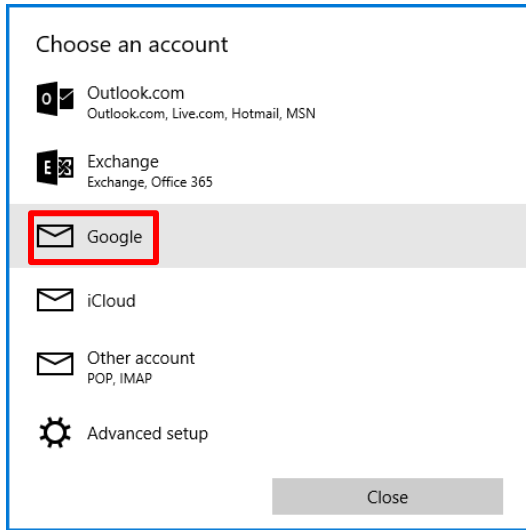
2-2) The first time you open the Mail app, you'll see a Welcome page. Click [Add account].



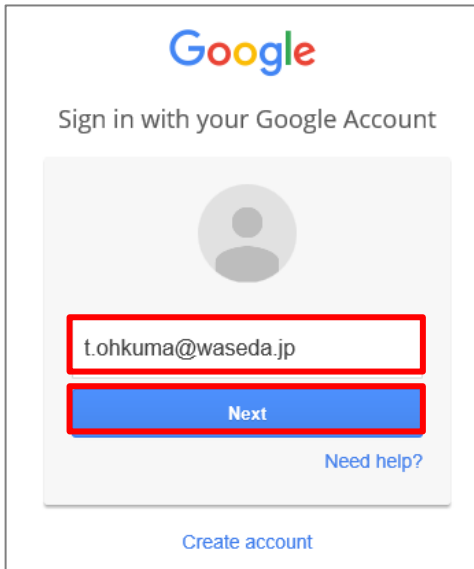
If you had used the Mail app, at the bottom of the left navigation pane, click Settings  > [Manage Accounts] > [Add account].



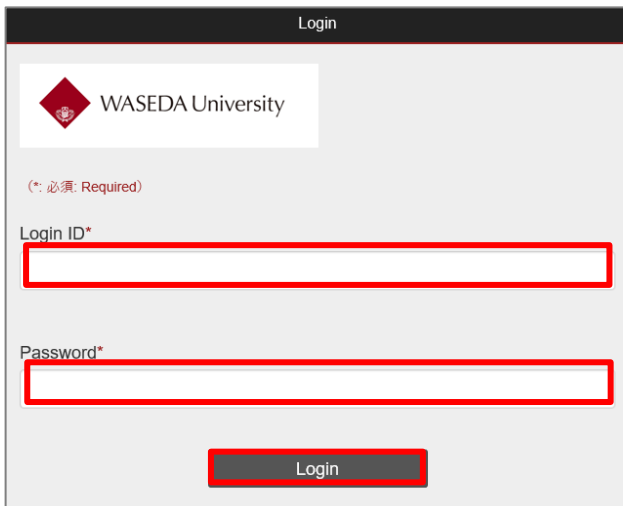
2-3) Click the [Google].



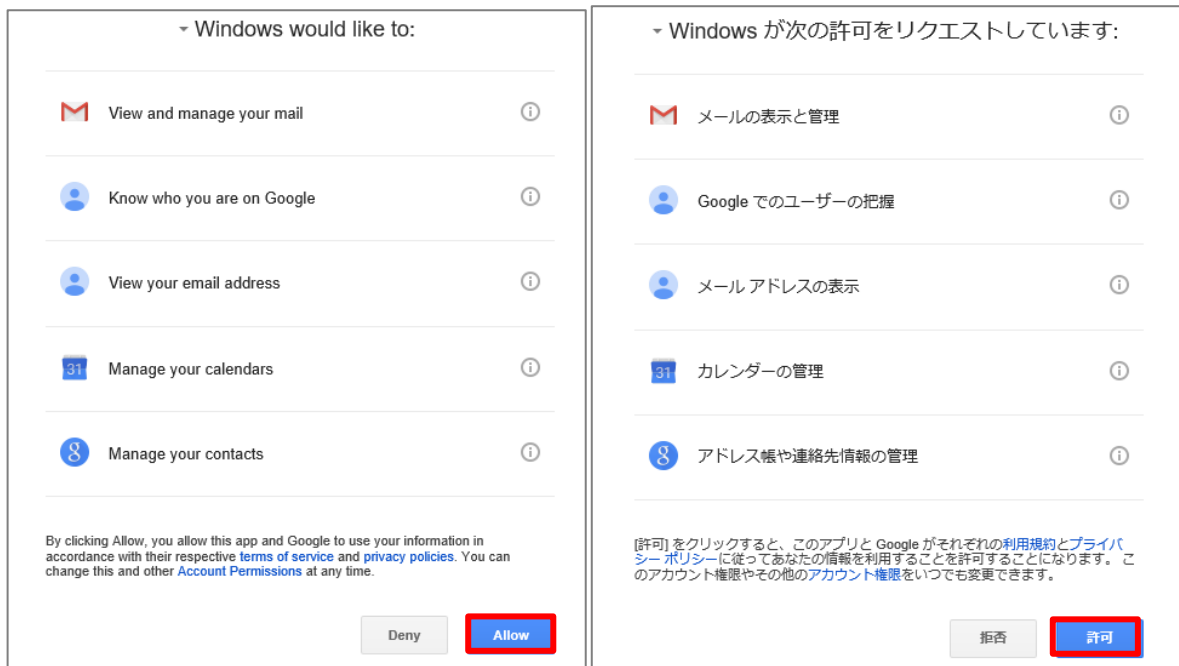
2-4) Enter your Waseda mail address and click [Next].



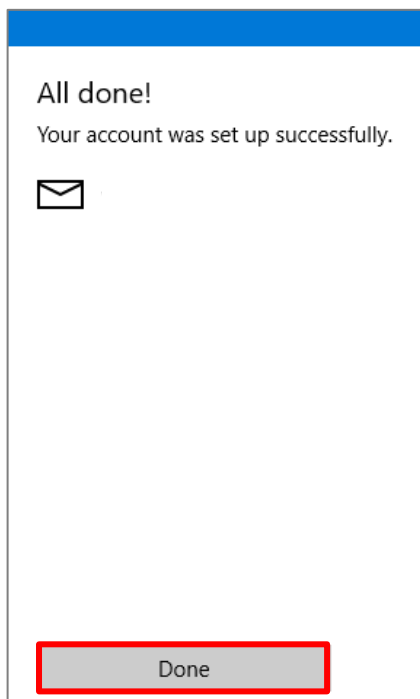
2-5) Enter your Waseda ID and password, then click [Login].




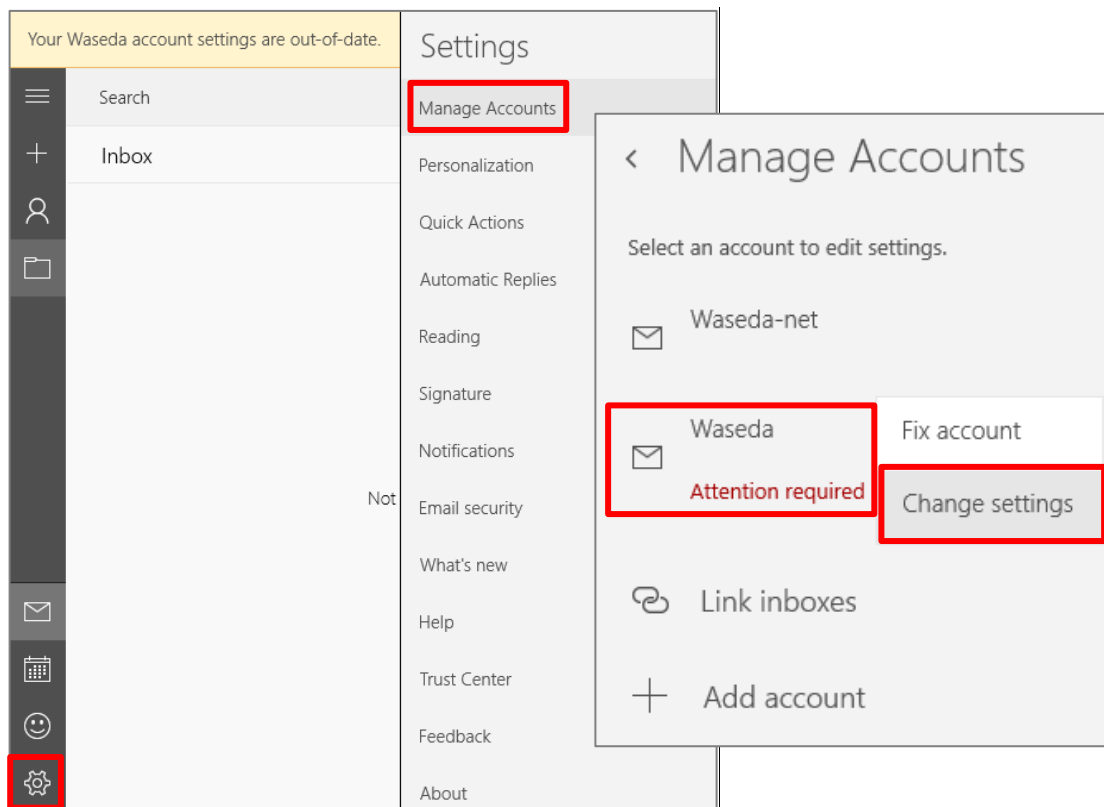
2-6) In the Google service connection request screen, click [Allow] or [許可].



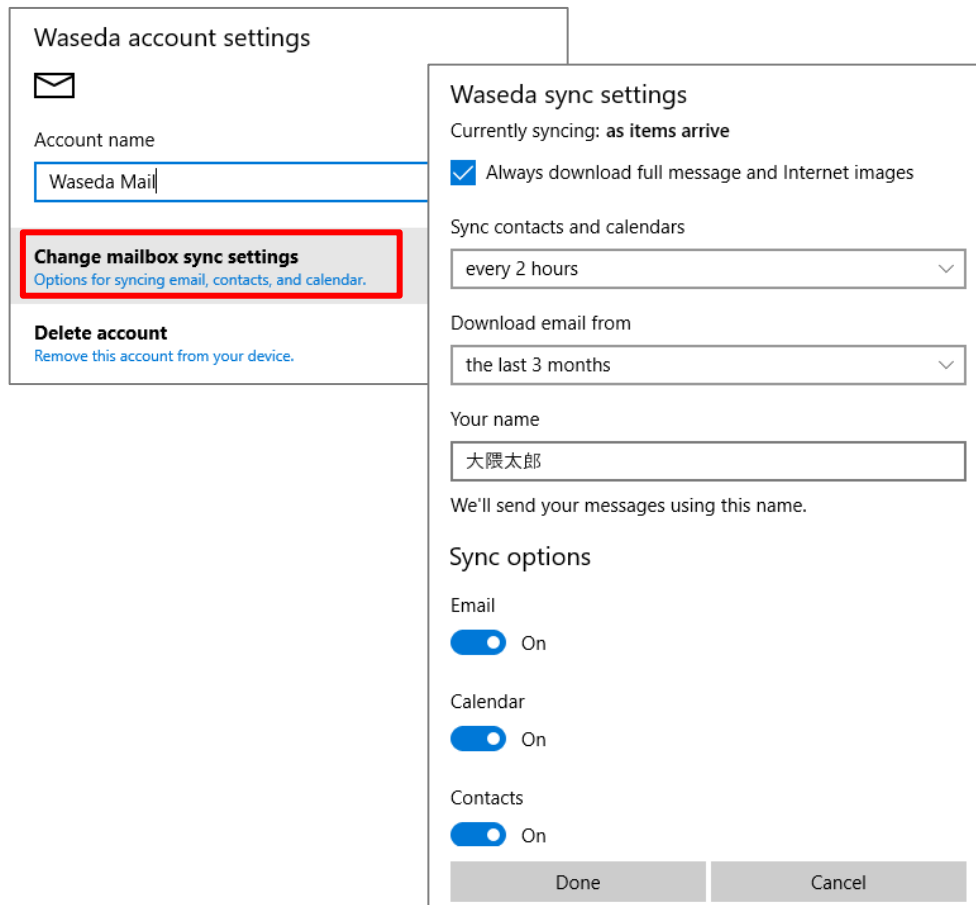
2-7) Click [Done]. Your data will start syncing as soon as your account is set up.



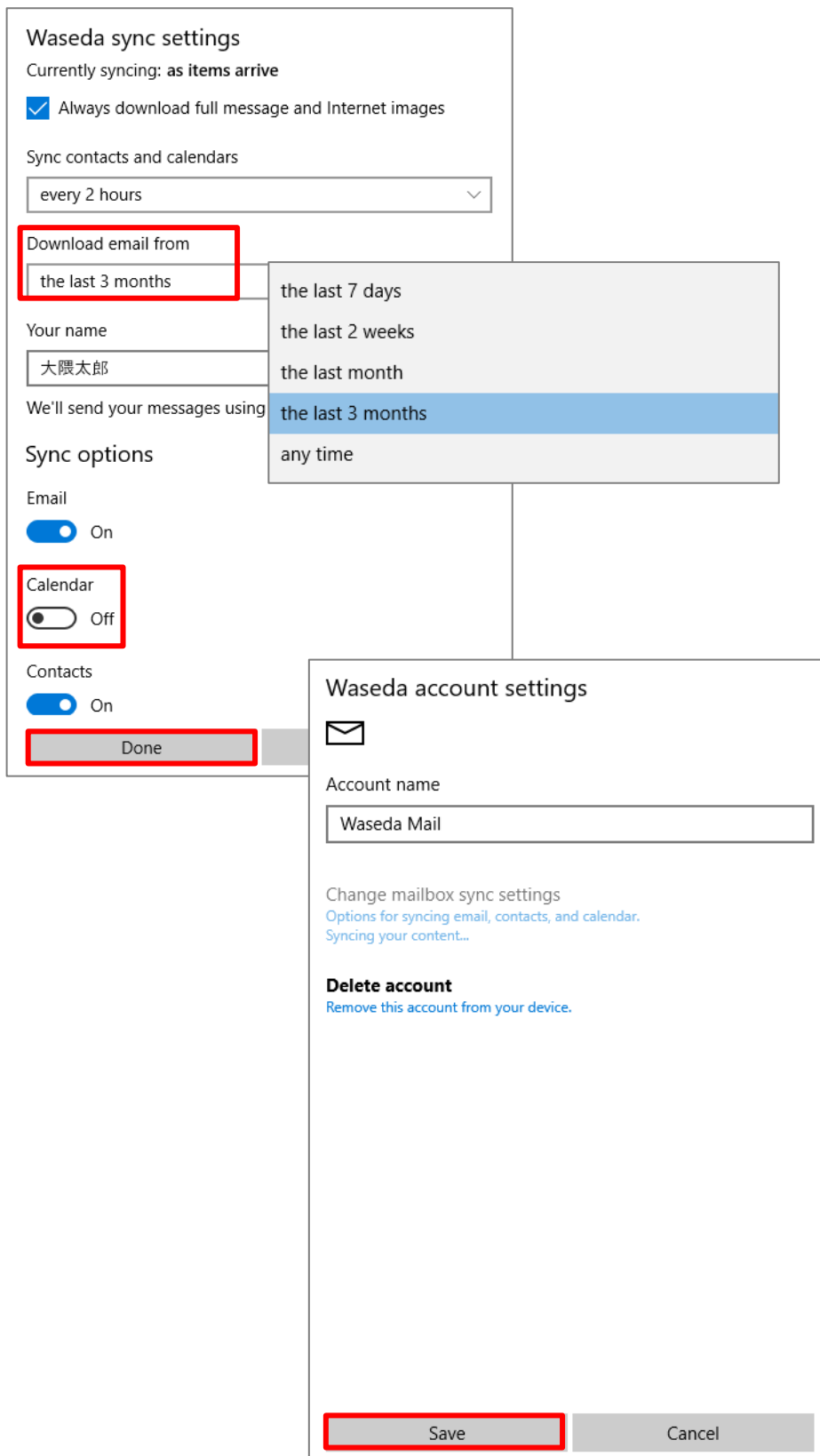
2-8) At the bottom of the left navigation pane, click Settings  > [Manage Accounts], then click your Waseda Mail account > [Change settings].



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]



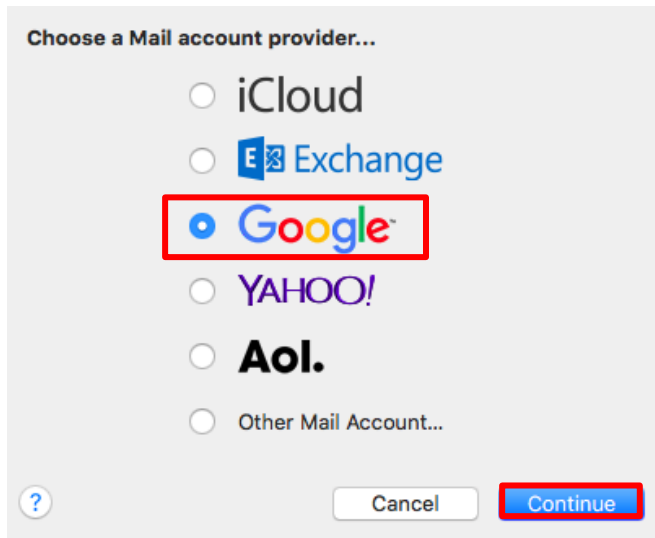
3 Mac OS X Mail app

This section shows how to set up Mail app version 9.3(3124) on Mac OS X 10.11 (El Capitan).

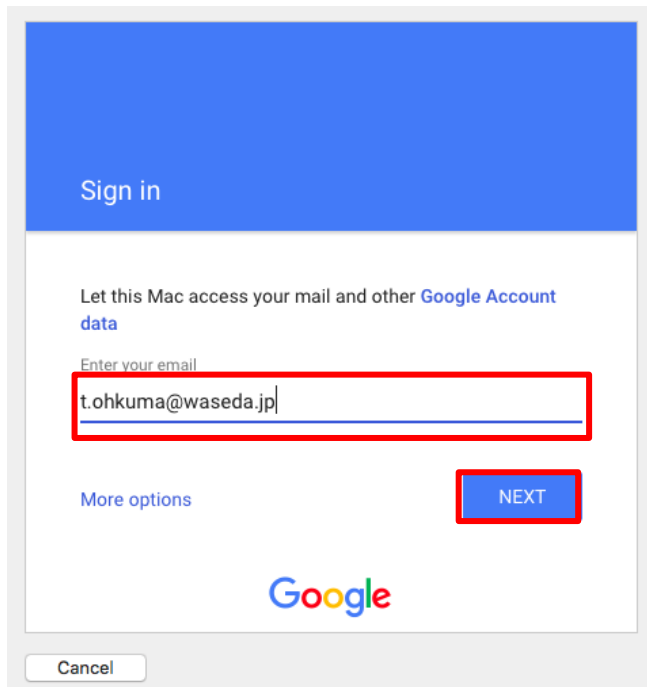
3-1) Launch Mail App

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].

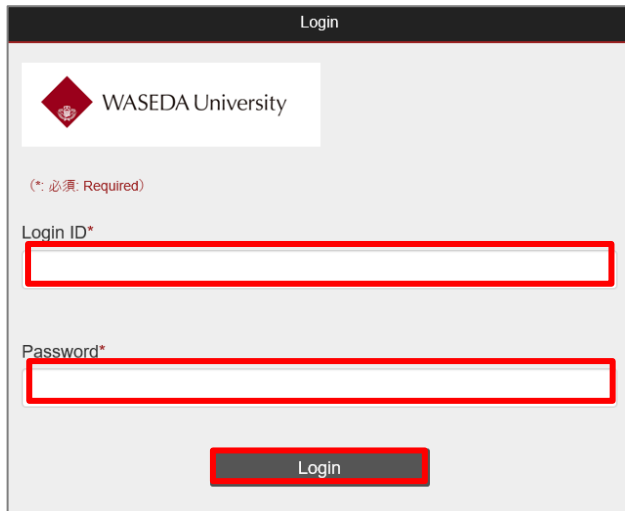
#If you had created email account, please add additional accounts by choosing [Mail] > [Add Account] menu.



3-3) Enter your Waseda mail address and click [Next].



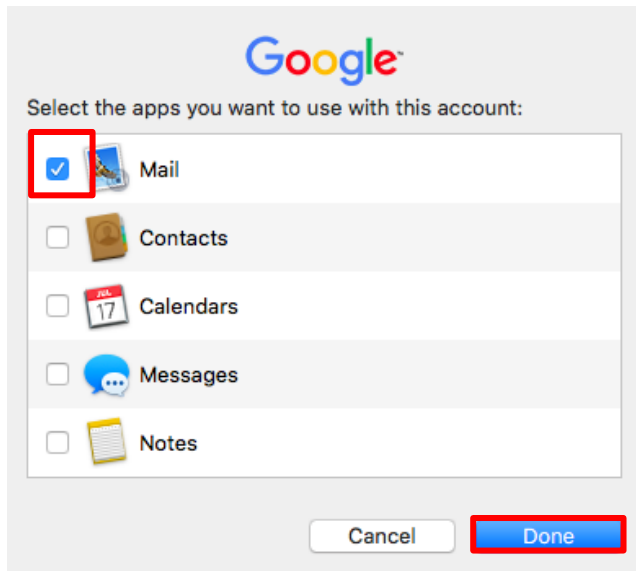
3-4) Enter your Waseda ID and password, then click [Login].



The image shows a login form for Waseda University. At the top, it says "Login" and features the Waseda University logo. Below the logo, there is a red asterisk and the text "(*) 必須 Required". The form has two input fields: "Login ID*" and "Password*", both of which are highlighted with a red border. At the bottom of the form, there is a "Login" button, also highlighted with a red border.

3-5) Select the [Mail] and click [Done].

If you will be using your Google Contacts, be sure to check that box as well.



The image shows a Google app selection screen. At the top, it says "Google" and "Select the apps you want to use with this account:". Below this, there is a list of apps with checkboxes: "Mail" (checked), "Contacts", "Calendars", "Messages", and "Notes". The "Mail" checkbox is highlighted with a red border. At the bottom of the screen, there are two buttons: "Cancel" and "Done", with the "Done" button highlighted with a red border.

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].

Would you like a new email address?

Your name, or nickname

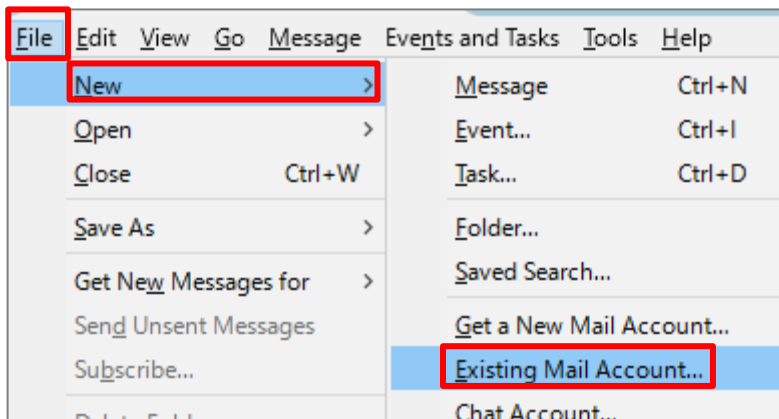
In partnership with several providers, Thunderbird can offer you a new email account. Just fill in your first and last name, or any other words you'd like, in the fields above to get started.

gandi.net

The search terms used are sent to Mozilla ([Privacy Policy](#)) and to 3rd party email providers [gandi.net](#) ([Privacy Policy](#), [Terms of Service](#)) to find available email addresses.

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].

The screenshot shows a registration form with the following elements:

- Your name:** Input field containing "Ohkuma, Taro". To the right, the text "Your name, as shown to others" is visible.
- Email address:** Input field containing "t.ohkuma@waseda.jp".
- Password:** Empty input field.
- Remember password:** A checked checkbox.
- Buttons:** "Get a new account", "Continue" (highlighted with a red box), and "Cancel".

■ Value to be entered

| | |
|-------------------|---|
| Your Name | Your Name |
| Email address | Waseda-net mail address (~@~.waseda.jp) |
| Password | [input is unnecessary] |
| Remember password | check |

4-5) Fill out the form using the values from the table below. Click the [Re-test].

Your name: Ohkuma, Taro Your name, as shown to others
 Email address: t.okuma@waseda.jp
 Password: Password
 Remember password

⚠ Thunderbird failed to find the settings for your email account.

| | Server hostname | Port | SSL | Authentication |
|---------------------|-------------------|------|-----------|-------------------|
| Incoming: IMAP | imap.gmail.com | 993 | SSL/TLS | OAuth2 |
| Outgoing: SMTP | smtp.gmail.com | 465 | SSL/TLS | OAuth2 |
| Username: Incoming: | t.okuma@waseda.jp | | Outgoing: | t.okuma@waseda.jp |

Get a new account Advanced config **Re-test** Done Cancel

■ Value to be entered

| | | |
|----------|-----------------|---|
| Incoming | | IMAP |
| | Server hostname | imap.gmail.com |
| | port | 993 |
| | SSL | SSL/TLS |
| | Authentication | OAuth2 or Autodetect |
| Outgoing | | SMTP |
| | Server hostname | smtp.gmail.com |
| | port | 465 |
| | SSL | SSL/TLS |
| | Authentication | OAuth2 or Autodetect |
| Username | Incoming | Waseda-net mail address (~@~.waseda.jp) |
| | Outgoing | Waseda-net mail address (~@~.waseda.jp) |

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].

Your name: Ohkuma, Taro Your name, as shown to others
 Email address: t.okuma@waseda.jp
 Password: Password
 Remember password

Configuration found in Mozilla ISP database

IMAP (remote folders) POP3 (keep mail on your computer)

Incoming: IMAP, imap.gmail.com, SSL
 Outgoing: SMTP, smtp.gmail.com, SSL
 Username: t.okuma@waseda.jp

Get a new account **Manual config** Done Cancel

- 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.

Your name: Ohkuma, Taro Your name, as shown to others
Email address: t.okuma@waseda.jp
Password: Password
 Remember password

The following settings were found by probing the given server

| | Server hostname | Port | SSL | Authentication |
|----------------|-----------------|------|---------|----------------|
| Incoming: IMAP | imap.gmail.com | 993 | SSL/TLS | OAuth2 |
| Outgoing: SMTP | smtp.gmail.com | 465 | SSL/TLS | OAuth2 |

Username: Incoming: t.okuma@waseda.jp Outgoing: t.okuma@waseda.jp

Get a new account Advanced config Re-test Done Cancel

- 4-7) Enter your Waseda ID and password, then click [Login].

Login

WASEDA University

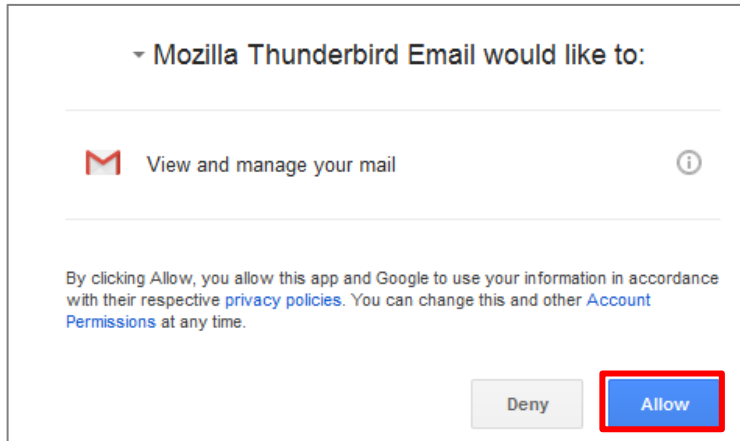
(*: 必須: Required)

Login ID*

Password*

Login

4-8) In the Google service connection request screen, click [Allow] or [許可].

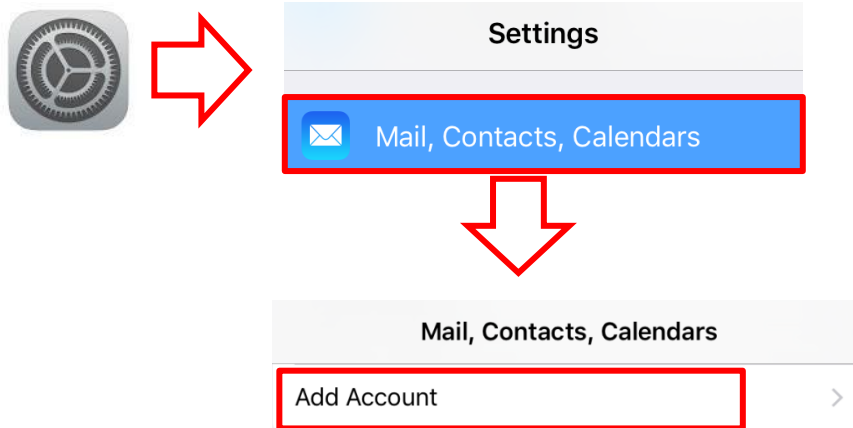


5 iOS Mail app

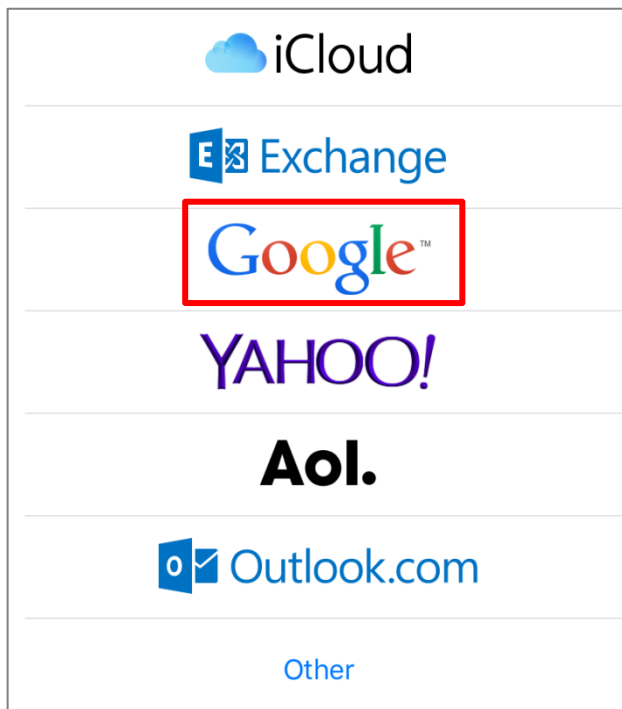
This section shows how to set up Mail app on iOS 9.3.4.

5—1) Launch Mail App

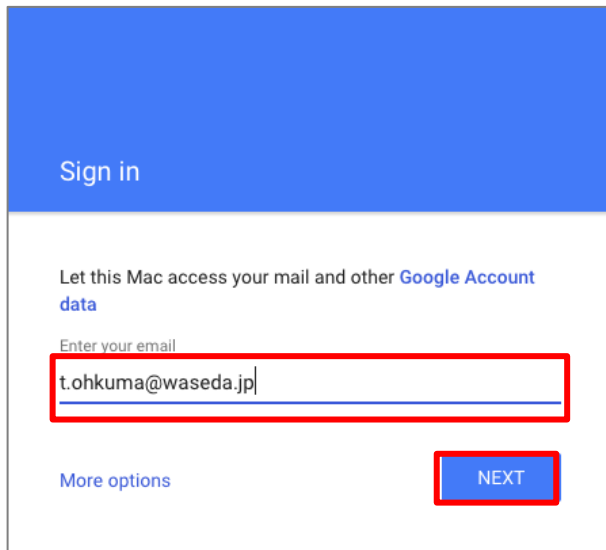
5—2) Go to Settings > Mail, Contacts, Calendars. Then tap [Add Account].



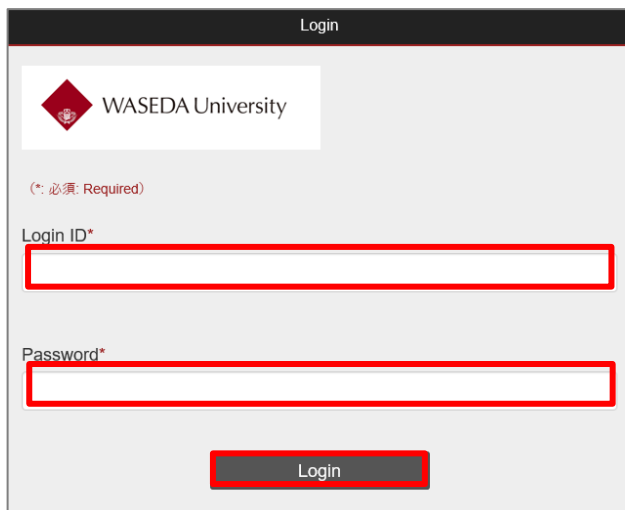
5—3) Tap [Google].



5-4) Enter your Waseda mail address and click [Next].

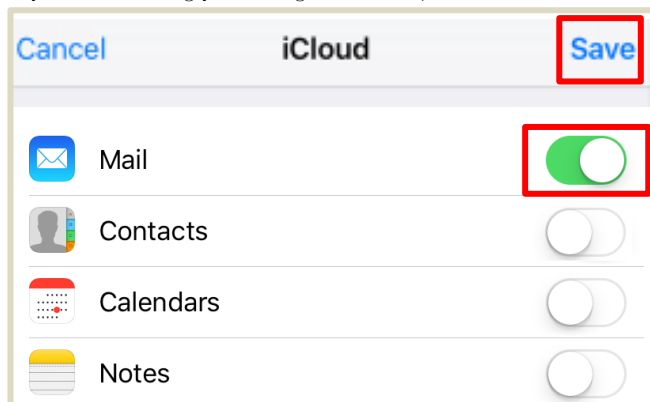


5-5) Enter your Waseda ID and password, then click [Login].



5-6) Choose the [Mail] and tap [Save].

If you will be using your Google Contacts, be sure to choose that box as well.



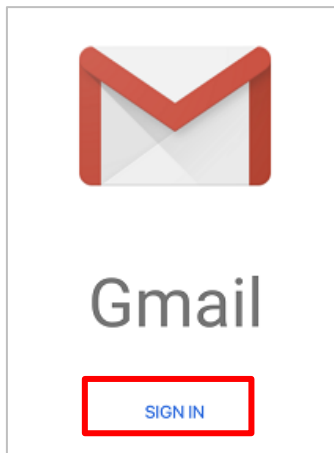
6 Gmail app (iOS)

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

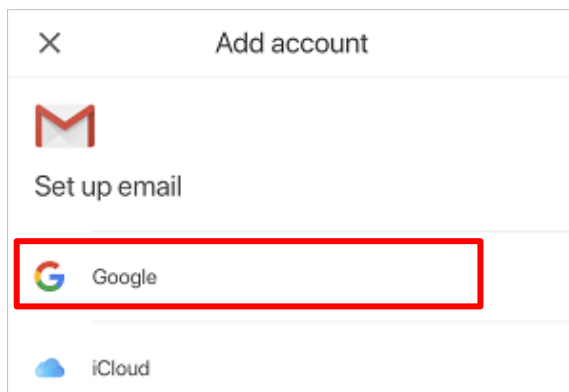
6-1) Launch Gmail App



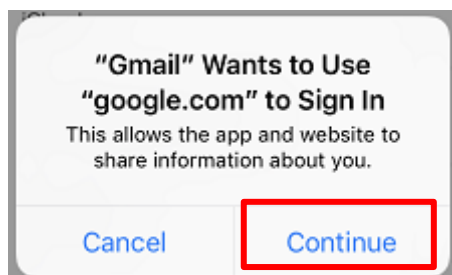
6-2) Tap [SIGN IN]



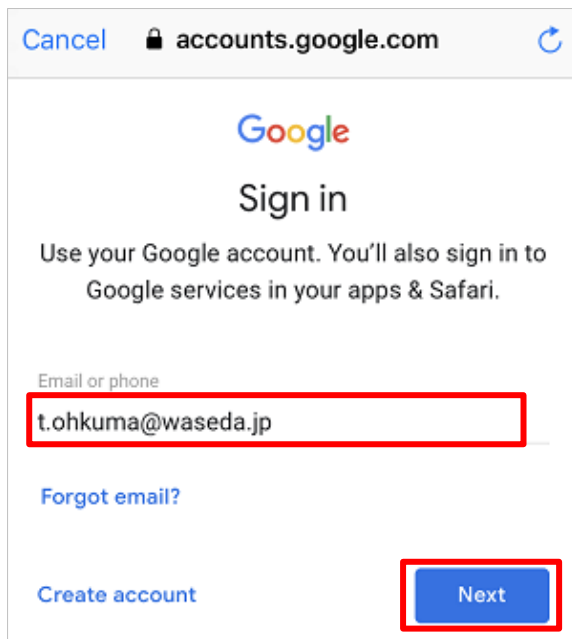
6-3) Tap [Google]



6-4) When the following message appears, tap [Continue]



6-5) Enter your Waseda mail address and click [Next].



Cancel accounts.google.com

Google

Sign in

Use your Google account. You'll also sign in to Google services in your apps & Safari.

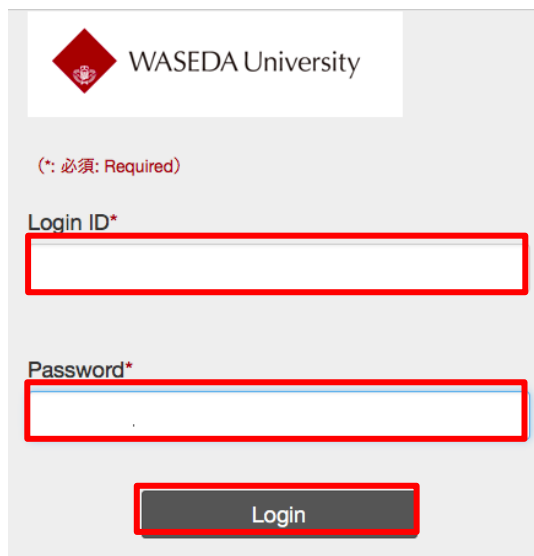
Email or phone

t.ohkuma@waseda.jp

[Forgot email?](#)

[Create account](#) [Next](#)

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



WASEDA University

(*: 必須: Required)

Login ID*

Password*

Login

6-7) When login is completed, your inbox will be displayed

7 Gmail app (Android)

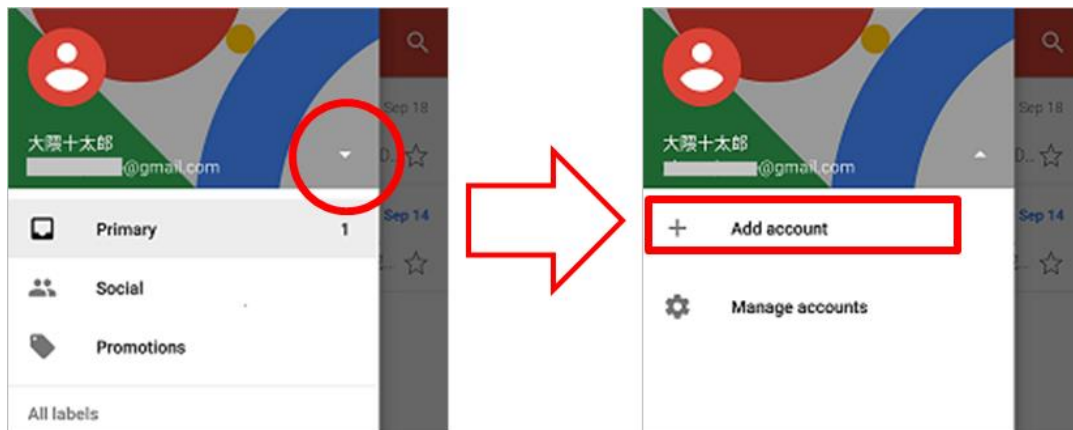
This section shows how to set up Gmail app for Android (version 8.10.7.218420740.release).

Get the Gmail application from the Play Store.

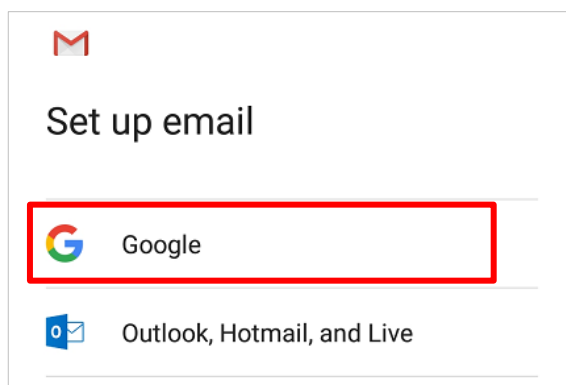
7-1) Launch Gmail App



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

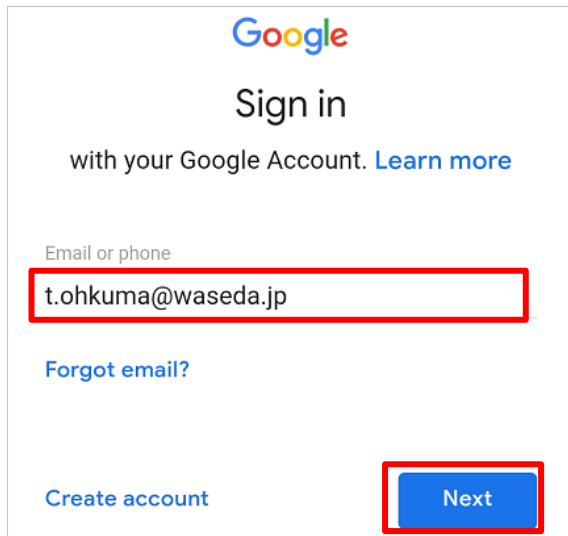


7-3) Tap [Google]



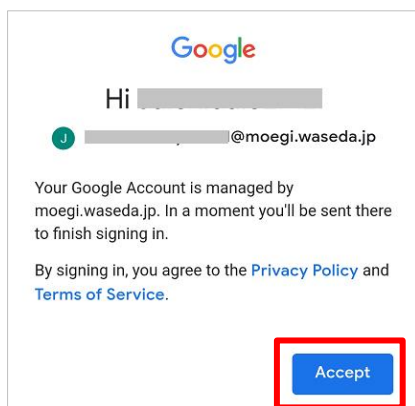
7-4) When [Draw unlock pattern] or [Enter lock screen password] is displayed, complete the same operation as screen un-lock and cancel.

7-5) Enter your Waseda mail address and click [Next].



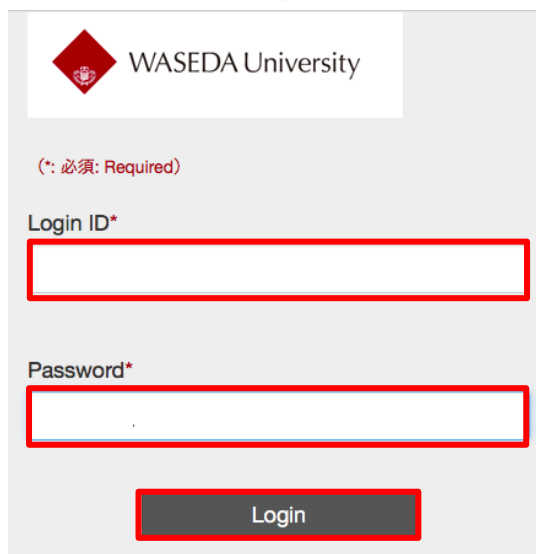
The image shows the Google Sign in interface. At the top is the Google logo, followed by the text "Sign in with your Google Account. [Learn more](#)". Below this is a text input field labeled "Email or phone" containing the email address "t.ohkuma@waseda.jp". A red box highlights this input field. Below the input field is a link "Forgot email?". At the bottom left is a link "Create account", and at the bottom right is a blue button labeled "Next", which is also highlighted with a red box.

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



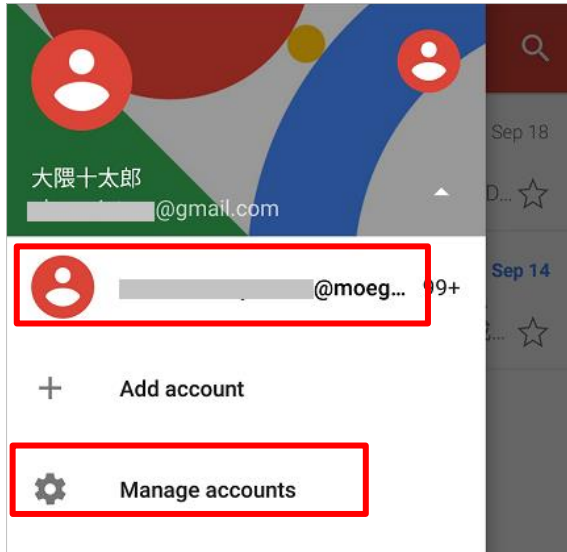
The image shows a message from Google. It starts with the Google logo, followed by "Hi [redacted]" and a small profile icon next to the email address "[redacted]@moegi.waseda.jp". The main text reads: "Your Google Account is managed by moegi.waseda.jp. In a moment you'll be sent there to finish signing in." Below this is a line of text: "By signing in, you agree to the [Privacy Policy](#) and [Terms of Service](#)." At the bottom right is a blue button labeled "Accept", which is highlighted with a red box.

7-7) Enter your Waseda ID and password, then click [Login].

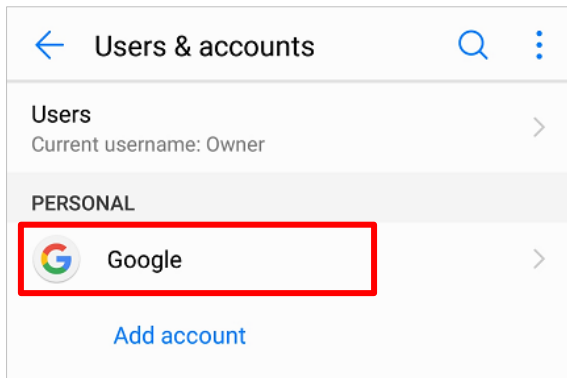


The image shows the Waseda University login screen. At the top left is the Waseda University logo and the text "WASEDA University". Below this is a red asterisk followed by the text "(*: 必須: Required)". There are two text input fields: the first is labeled "Login ID*" and the second is labeled "Password*". Both input fields are highlighted with red boxes. At the bottom center is a grey button labeled "Login", which is also highlighted with a red box.

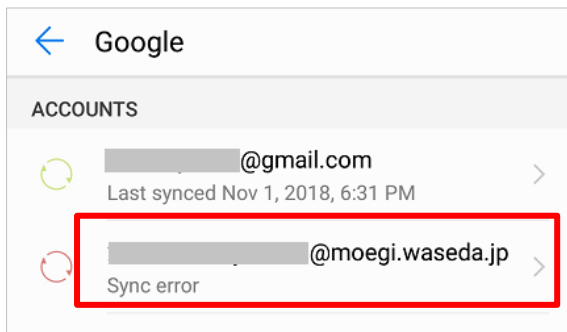
7-8) When the Waseda mail address is added, tap [Manage accounts].



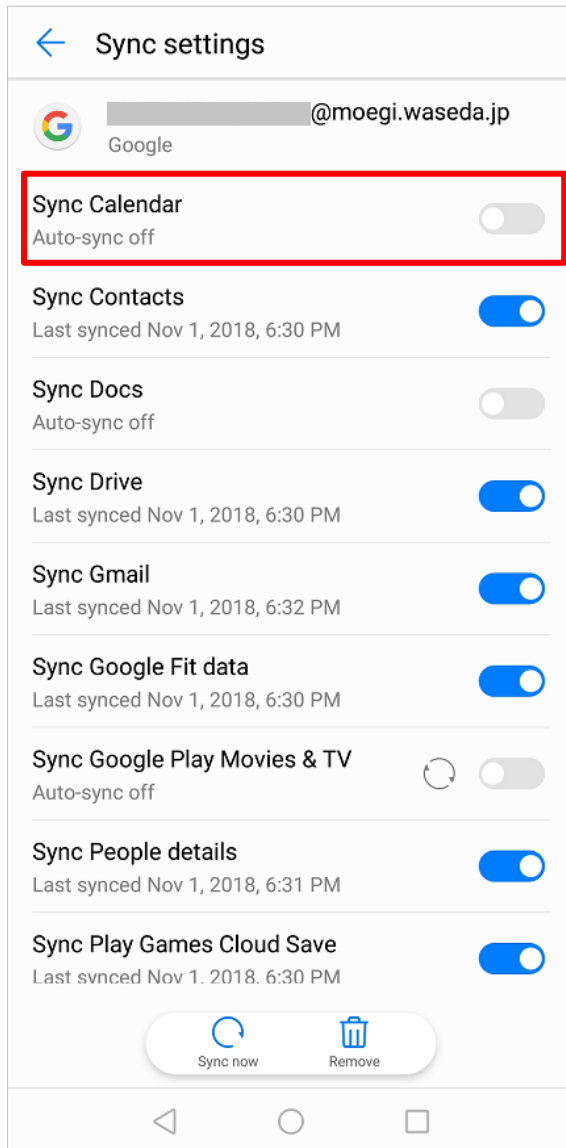
7-9) Tap [Google]



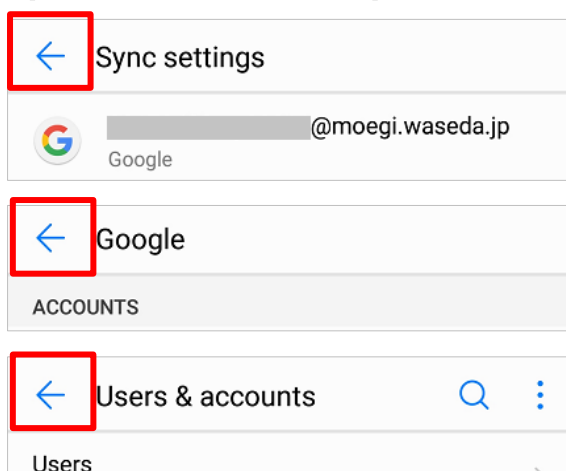
7-10) Tap your Waseda mail address.



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