

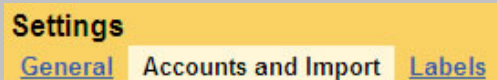
If you have a Gmail account, you can configure it to pull your messages directly from GroupWise into Gmail.

1. First, you will need to click on the Settings link. This is in the top right corner of the Gmail screen.

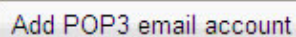


@gmail.com |  | [Settings](#) | [Older version](#) | [Help](#) | [Sign out](#)

2. Next, you will need to click on the Accounts and Import tab. In here, there is an option called “Check mail using POP3” You will need to click on the button (Add POP3 email account) next to it to add another mail account.

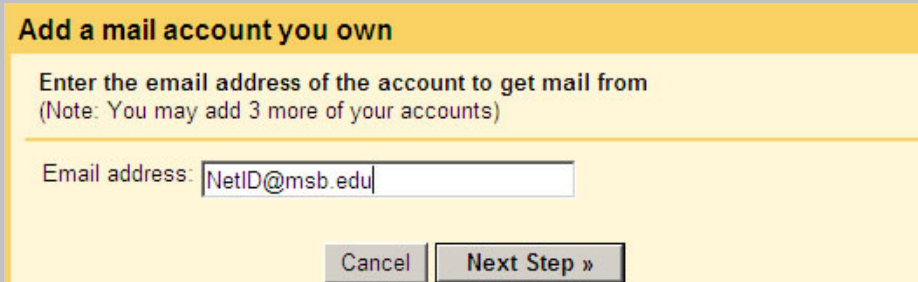


Settings
[General](#) | [Accounts and Import](#) | [Labels](#)



Add POP3 email account

3. In the window that appears, please type your email address as your [NetID@msb.edu](#) and click Next Step.



Add a mail account you own

Enter the email address of the account to get mail from
(Note: You may add 3 more of your accounts)

Email address:

4. You will need to edit the settings on this page, as some may be incorrect. The username should be your NetID. The password you enter will be your **GroupWise password**. The mail server should be **pop1.msb.edu** with **port 995**. On the four checkboxes, you need to check the box for “Always use a secure connection (SSL) when retrieving mail.” The others are optional, but if you leave a copy on our server,

Add a mail account you own

Enter the mail settings for . [Learn more](#)

Email address:

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)

These settings should work, but if you run into difficulty, please come by the MSB Tech Center so that we can verify your settings.