

Webmail Powered by Google

Configuring Outlook Express and Other E-mail Clients



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=Shortcut =Advice =Caution

Warning

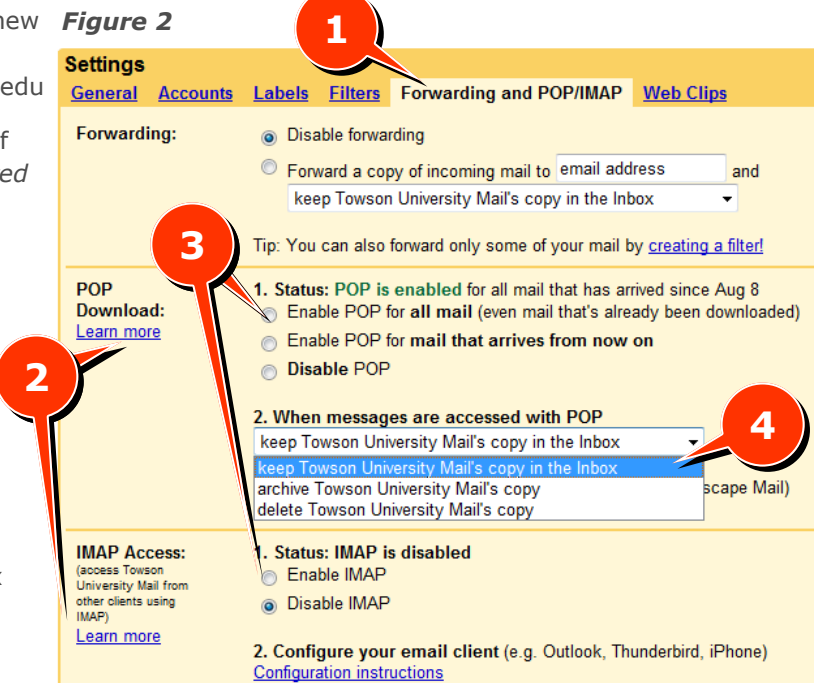
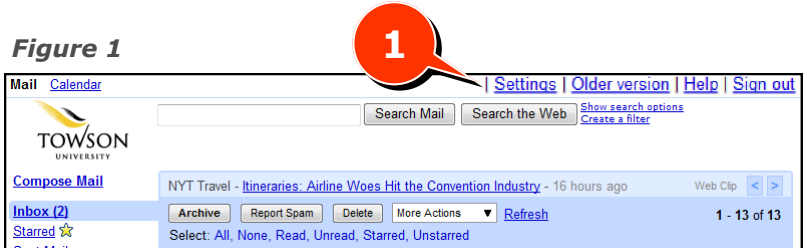
Before you follow these steps, ensure you have upgraded to Webmail Powered by Google. If you have not upgraded, do so at: <https://www.towson.edu/studentemailupgrade>

Configure an E-mail Client

The easiest way to configure an e-mail client (regardless if you have used one in the past or not), is to add Webmail Powered by Google as a brand new account. Your new e-mail address is now: `username@students.towson.edu`

To use an e-mail client (such as Outlook or Outlook Express) to read and send e-mail from your Webmail Powered by Google account:

1. Log into Webmail Powered by Google.
2. Click the **Settings** link (Figure 1, 1).
3. Click the **Forwarding and POP/IMAP** tab (Figure 2, 1).
4. Ensure you understand the difference between POP and IMAP. To compare, click **Learn More** (Figure 2, 2).
5. Click **Enable** next to the POP or IMAP, as appropriate (Figure 2, 3).
6. Click the **Configuration instructions** link to get instructions for your specific client.



When prompted, be sure to use your new e-mail address which now follows this format: `username@students.towson.edu`

For POP only, choose to keep a copy of your student e-mail in Webmail Powered by Google, archive, or delete it (Figure 1, 4):

- **keep...**will retain all messages in your Webmail Powered by Google inbox
- **archive...**will move them out of the Inbox. They can be searched and viewed by clicking **All Mail**.
- **delete...**will delete them from Webmail Powered by Google inbox

(Note: OTS recommends the **archive** option.)

7. Click the **Save changes** button.