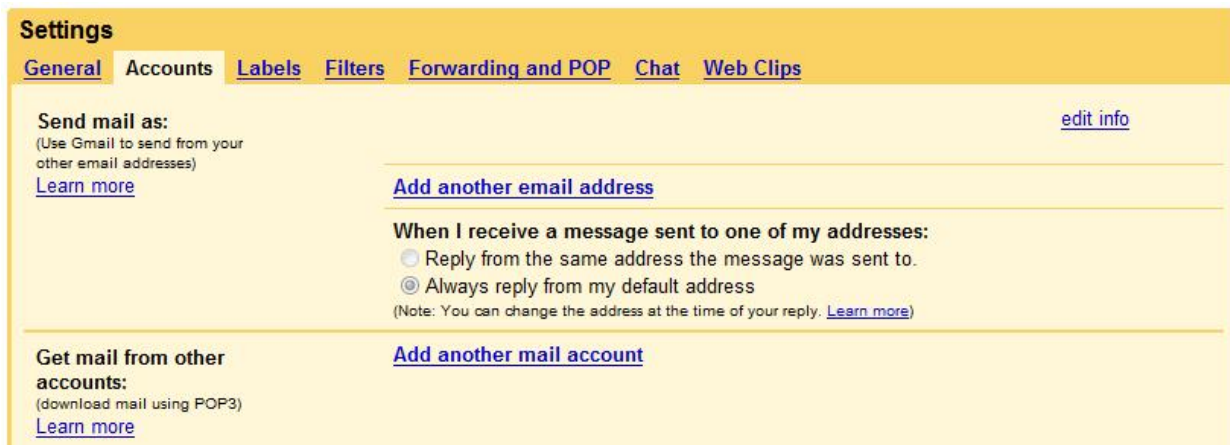


If you have a Gmail account, you can configure it to pull your messages directly from GroupWise into Gmail.

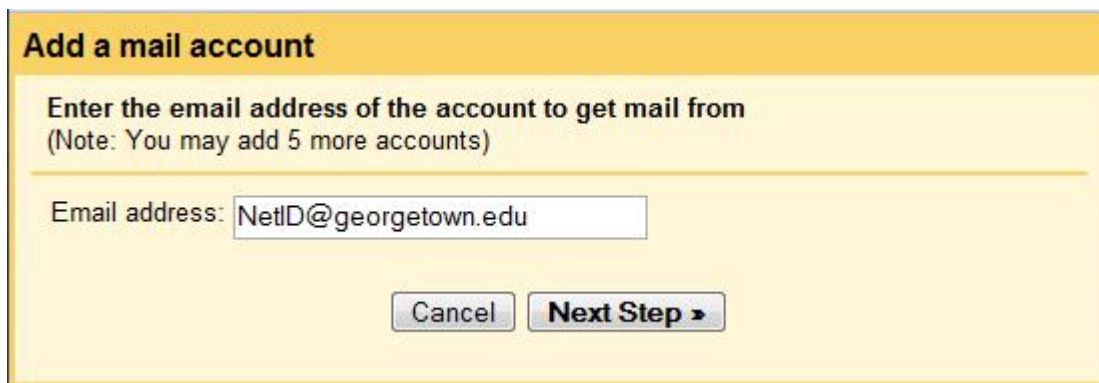
1. First, you will need to click on the Settings link. This is in the top right corner of the Gmail screen.

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

2. Next, you will need to click on the Accounts tab. In here, there is an option called “Get mail from other accounts.” You will need to click on the link next to it to add another mail account.



3. In the window that appears, please type your email address as your NetID@georgetown.edu and click Next Step.



4. You will need to edit the settings on this page, as some are 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, you will need to periodically log in to GroupWise to remove messages as these copies will cause you to reach your quota much quicker.

Add a mail account

Enter the mail settings for NetID@georgetown.edu. [Learn more](#)

Email address: **NetID@georgetown.edu**

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.

MSBTC