

Accessing WhitMail

On the Web

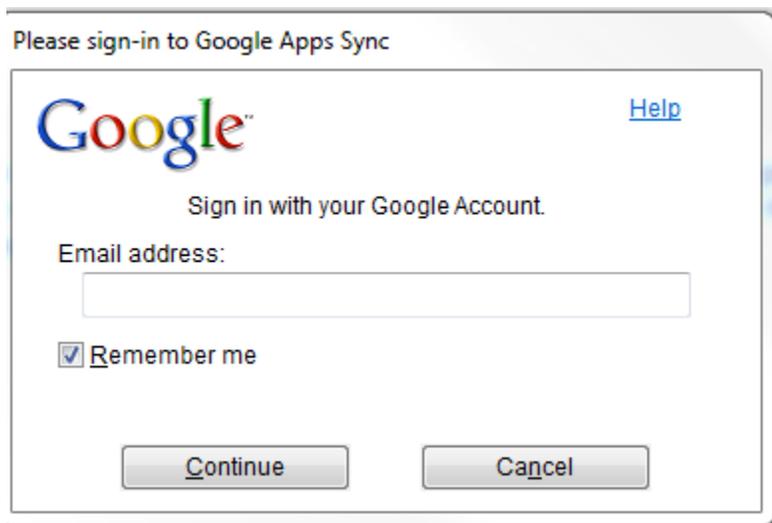
Accessing WhitMail is as easy as visiting the [WhitMail log-in page](#) and entering your Whitman username and password.

Using Outlook with WhitMail (Windows computers only)

Prior to beginning this process:

- Close Outlook
- Log into my.whitman.edu

Download and install the Google Apps Sync for Microsoft Outlook (GASMO). This utility can be downloaded from <https://tools.google.com/dlpage/gappssync>. Once downloaded, run the file googleappsyncsetup.exe, it will connect to the Internet and begin its download and install. When completed, you will need to sign into the Google Apps page with your Whitman College email address:



The image shows a Windows-style dialog box titled "Please sign-in to Google Apps Sync". Inside the dialog, the Google logo is displayed in the top left, and a "Help" link is in the top right. Below the logo, the text "Sign in with your Google Account." is centered. Underneath, there is a label "Email address:" followed by a text input field. Below the input field is a checked checkbox labeled "Remember me". At the bottom of the dialog, there are two buttons: "Continue" and "Cancel".

Once you have signed in, you will be directed to the following page wherein GASMO will request the following permissions:

▼ Google Apps Sync for Microsoft Outlook® would like to:

-
-  View and manage your mail 

 -  View your basic profile info 

 -  Manage your calendars 

 -  View your calendars 

 -  View and manage the files in your Google Drive 

 -  Manage your contacts 

 -  Manage groups on your domain 

 -  Manage the email settings of users on your domain 

 -  Manage messages in groups on your domain 

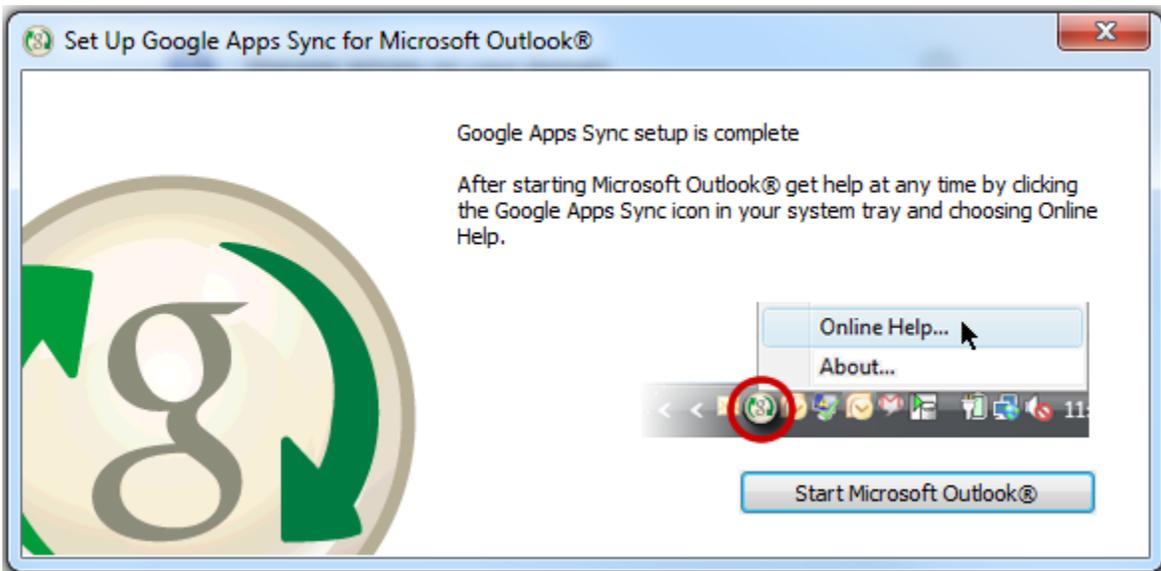
 -  View and manage the provisioning of users on your domain 

 -  Manage email messages of users on your domain 

Scroll to the bottom of this page and click "Accept". WCTS has vetted these permissions with the Google Apps for Education team. Once you have clicked accept, you should receive the following message: " Authorization has been granted successfully. Please switch to your application.". At this point, you should see a blinking icon on your taskbar:



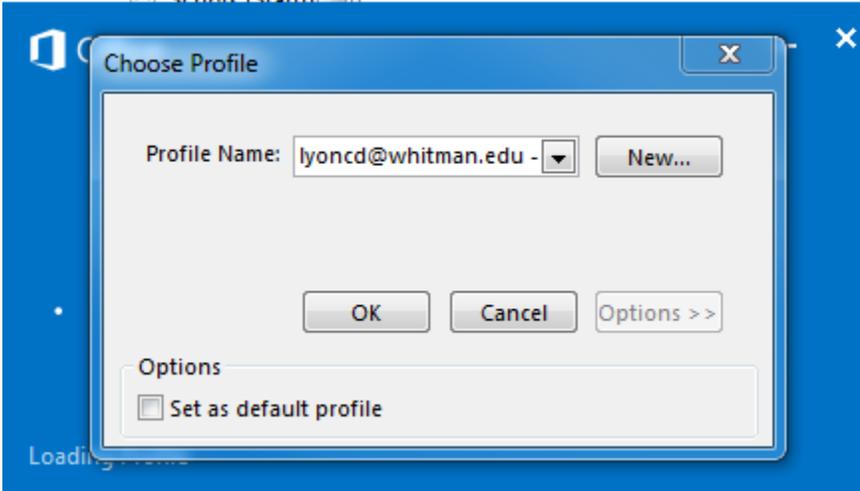
Maximize this window and choose "Create profile". You should then receive the following window and can safely start Outlook.



Notes:

You will probably want to deselect the screen that shows the Outlook sync when Outlook starts up.

Once the procedure is complete, upon startup Outlook will prompt you to choose a profile:



If you are setting up GASMO prior to your migration and still want to access Zimbra, do not choose a default profile - this can be changed once your migration has been completed and you no longer desire access to Zimbra. If your migration is complete and you will only be accessing this profile, click "Options" and put a check in the box "Set as default profile".

On your Computer

To set up WhitMail on your computer you will need to configure a email client program such as Thunderbird, Mac Mail, or mobile email programs.

**** Note:** Before setting up an email client you **must** do the following two things. ******

1. **Change your Password:** If you have not changed your Whitman password since your conversion to WhitMail, go to the [online password changer](#) and change your password. You may "change" it to the same password it was before by simply re-entering your old password, but you must go through this process for email clients to function properly.

2. **Enable POP/IMAP:** Log into WhitMail, go to **Mail Settings** in the upper right hand corner by clicking on the Sprocket icon, select **Forwarding and POP/IMAP** and make sure to **Enable IMAP**. Make sure you select **Save Changes** before you exit out of your settings.

Use the following server information to set-up your WhitMail account on an email client program.

Incoming Server Information

- Type: **IMAP**
- Server: **imap.googlemail.com**
- Port: **993**
- Security Settings: **SSL** (do not use secure authentication)
- Authentication: **Full Whitman email** (*username@whitman.edu*) and **password**

Outgoing Server Information

- Type: **SMTP**
- Server: **smtp.googlemail.com**
- Port: **25**
- Security Settings: **TLS**
- Authentication: **Full Whitman email** (*username@whitman.edu*) and **Password**

If you need help configuring your email client program with Whitmail, [Gmail's IMAP support page](#) has tutorials for virtually every email client program.

[On your Mobile Device](#)

If you would like to set up your WhitMail account on your mobile device (smartphone, iPad, etc.) please see our [WhitMail mobile guide](#).

Related articles

- [Google Drive File Ownership Considerations](#)
- [GTempAccount Notices](#)
- [Computer Registration](#)
- [Google Calendar Update](#)
- [Setting Google Calendar time zone](#)