



Accessing student e-mail (CecilMail) with a client

You can retrieve your student e-mail messages with a client or device that supports POP or IMAP, such as Microsoft Outlook, Netscape Mail, or a mobile device (e.g., iPhone). The following three steps are necessary in order to enable POP or IMAP: unlocking client access, enabling client access using POP and/or IMAP within your e-mail account, and configuring your e-mail client.

1 – Unlocking client access

In order to utilize client access using POP or IMAP for your student e-mail account, you will have to unlock CAPTCHA. This can be done by going to the following URL:

<https://www.google.com/a/chawk.cecil.edu/UnlockCaptcha>

On this page, you will enter your username, password (e.g., the same username and password used for my.cecil.edu and e-mail), and the character code (i.e., CAPTCHA) provided on the page. Then, you will click the 'Unlock' button.

*Unlocking CAPTCHA will fail if your student password is fewer than 6 characters. If your password contains fewer than 6 characters, then you will have to change your password (to contain 6 or more characters) using the link below and then return to the link above in order to unlock your account to utilize POP/IMAP:

https://my.cecil.edu/ics/Student_Home.jnz?portlet=Password_Management

(also found under Help tab at my.cecil.edu)

2 – Enabling client access

To enable POP and IMAP in your student e-mail account:

1. Sign in to student e-mail at <http://chawk.cecil.edu>.
2. Click **Settings** at the top of any e-mail page.
3. Click **Forwarding and POP/IMAP**.

Settings
General Accounts Labels Filters **Forwarding and POP/IMAP** Chat Web Clips

Forwarding:
 Disable forwarding
 Forward a copy of incoming mail to and keep Cecil College Mail's copy in the mailbox
Tip: You can also forward only some of your mail by [creating a filter!](#)

POP Download:
[Learn more](#)
1. Status: **POP is enabled** for all mail that has arrived since 7/30/09
 Enable POP for **all mail** (even mail that's already been downloaded)
 Enable POP for **mail that arrives from now on**
 Disable POP
2. When messages are accessed with POP keep Cecil College Mail's copy in the mailbox
3. **Configure your email client** (e.g. Outlook, Eudora, Netscape Mail)
[Configuration instructions](#)

IMAP Access:
(access Cecil College Mail from other clients using IMAP)
[Learn more](#)
1. Status: **IMAP is disabled**
 Enable IMAP
 Disable IMAP
2. **Configure your email client** (e.g. Outlook, Thunderbird, iPhone)
[Configuration instructions](#)

Save Changes Cancel

4. Under **POP Download:**, select **Enable POP for all mail** or **Enable POP for mail that arrives from now on**.
5. Choose what to do with your messages after they are accessed with your POP client or device.
6. Under **IMAP Access:**, select **Enable IMAP**.
7. [Configure your e-mail client](#)* and click **Save Changes**.

*To learn about configuring POP access, please visit <http://mail.google.com/support/bin/answer.py?answer=12103>.

3 – Configuring your e-mail client

General client POP settings:

Your Name: First Name Last Name (e.g., Credit Crashtest)
E-mail Address: username@chawk.cecil.edu (e.g., cras9190@chawk.cecil.edu)
Account Type: POP3
Incoming mail server: pop.gmail.com
Outgoing mail server: smtp.gmail.com
User Name: username@chawk.cecil.edu (e.g., cras9190@chawk.cecil.edu)
Password: * whatever your password is *
Check: My outgoing server (SMTP) requires authentication
Incoming server (POP3): 995
Check: This server requires an encrypted connection (SSL)
Outgoing server (SMTP): 587
Check: Use the following type of encrypted connection: TLS

General client IMAP settings:

Your Name: First Name Last Name (e.g., Credit Crashtest)
E-mail Address: username@chawk.cecil.edu (e.g., cras9190@chawk.cecil.edu)
Account Type: IMAP
Incoming mail server: imap.gmail.com
Outgoing mail server: smtp.gmail.com
User Name: username@chawk.cecil.edu (e.g., cras9190@chawk.cecil.edu)
Password: * whatever your password is *
Check: My outgoing server (SMTP) requires authentication
Incoming server (IMAP): 993
Check: This server requires an encrypted connection (SSL)
Outgoing server (SMTP): 587
Check: Use the following type of encrypted connection: TLS

Additional help and troubleshooting

Where references are made to username@gmail.com in the links below, simply replace them with your username@chawk.cecil.edu (e.g., cras9190@chawk.cecil.edu).

Additional information about client settings:

<http://mail.google.com/support/bin/topic.py?topic=12769>

Troubleshooting client settings:

<http://mail.google.com/support/bin/topic.py?topic=12773>

For technical assistance, e-mail helpdesk@cecil.edu or call 410-287-4357.