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.

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.