Using Gmail to Check Your Student Email

1.) Login to your Gmail account.
2.) Open the Settings window, in the top right corner of the Gmail inbox will be a drop down menu indicated by a “gear” symbol.

3.) Click on “Accounts & imports”.

![Gmail Settings](image-url)
4.) Click “Add a POP3 mail account you own”

5.) A new window will pop up asking you to type in your student e-mail address, do so, and click “Next Step >>”
6.) On the next window fill out the fields with your **Full E-mail address for the username** and usual universal password.

The POP server is **pod51000.outlook.com**.

**Port is 995**, and “check always use SSL”, and any others to your preference. Click “Add account>>”

![Image of Gmail add account settings](image)

7.) The next window should tell you that the mapping was a successful. Also, it will give you the option to send mail as your student e-mail account. I suggest, Yes.
8.) Enter your name and click “next step”
9.) This next window will give you the option of using Gmail to send the messages or to use WWU’s SMTP server, whose address is usually also pod51000.outlook.com, with port 587.
10.) You will need to verify with your student e-mail to let Gmail send on your behalf. Click “send verification.” Login through your student e-mail and you should find an e-mail in your inbox from Gmail with a verification link. Click it, and you should be done.