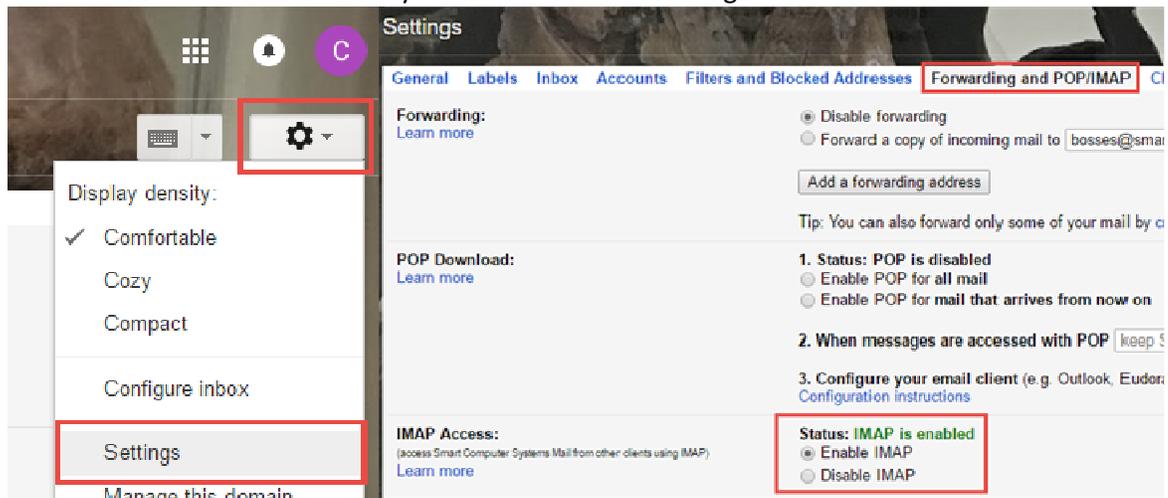
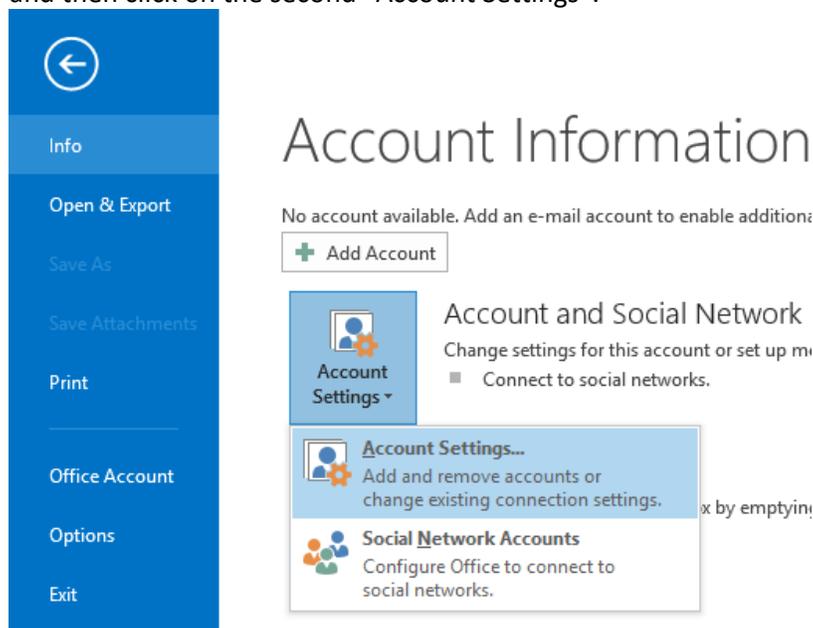


Setting up Gmail using IMAP in Microsoft Outlook

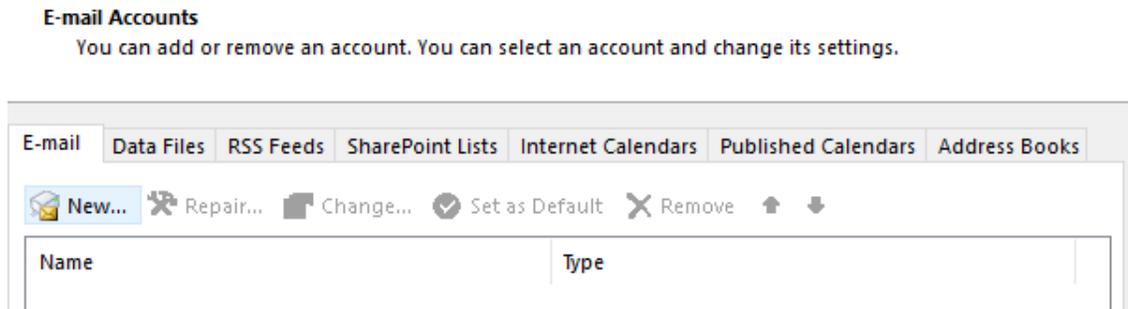
1. Your Google Administrator will need to enable “Allow users to manage their access to less secure apps” under “[Less secure apps](#)”.
2. You will then need to apply settings on your own Google account under “Sign-in & security” and down to “[Connected apps & sites](#)”. You will need to turn on “Allow less secure apps”.
3. You will need to enable IMAP in your GMAIL account settings.



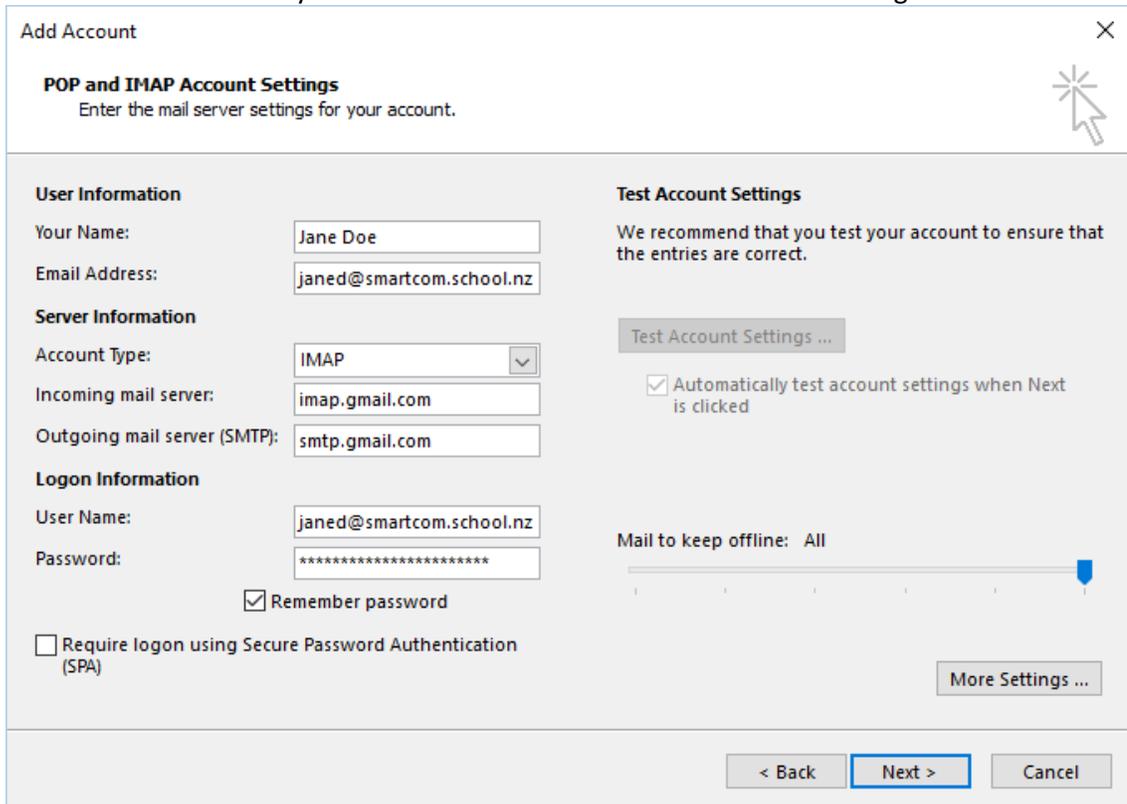
4. Open up Outlook and click on File, then click on the drop down for “Account Settings” and then click on the second “Account Settings”.



5. While in the E-mail tab, click on “New” just below.
Account Settings ✕



6. Click on “Manual Setup or additional server types” and then click “Next”.
7. Select “POP or IMAP” and click “Next”.
8. Fill out all fields with the important parts being Account Type needs to be IMAP, User Name field needs to be your full GMAIL email address. Click “More Settings”.



Add Account ✕

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information

Your Name:

Email Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

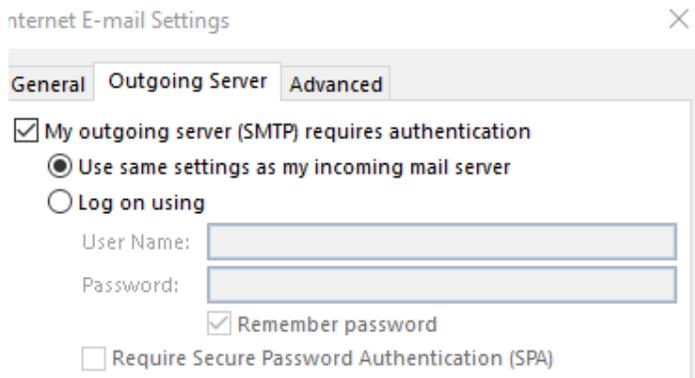
We recommend that you test your account to ensure that the entries are correct.

Automatically test account settings when Next is clicked

Mail to keep offline: All

9. Under the General tab, you can change the Mail Account name to something more appropriate like “Jane Doe’s School GMAIL”.

10. Click on the Outgoing Server tab and tick “My Outgoing server (SMTP) required authentication” and select “Use same settings as my incoming mail server”.



Internet E-mail Settings

General | **Outgoing Server** | Advanced

My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

Log on using

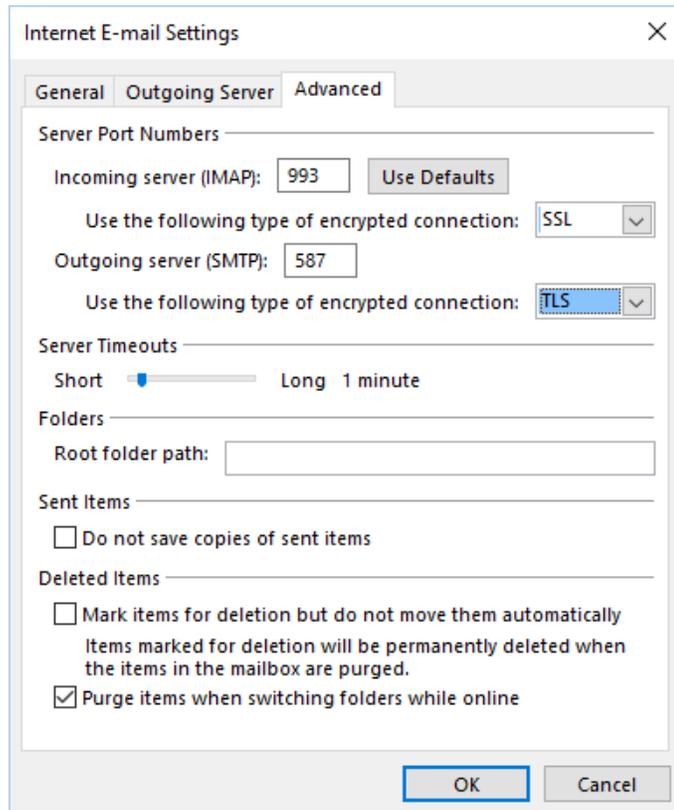
User Name:

Password:

Remember password

Require Secure Password Authentication (SPA)

11. Lastly, click on the “Advanced” tab and change the settings for the “Server Port Numbers”. Select SSL for Incoming server (993) and TLS for Outgoing server (587). Click OK.



Internet E-mail Settings

General | Outgoing Server | **Advanced**

Server Port Numbers

Incoming server (IMAP):

Use the following type of encrypted connection: ▼

Outgoing server (SMTP):

Use the following type of encrypted connection: ▼

Server Timeouts

Short Long 1 minute

Folders

Root folder path:

Sent Items

Do not save copies of sent items

Deleted Items

Mark items for deletion but do not move them automatically
Items marked for deletion will be permanently deleted when the items in the mailbox are purged.

Purge items when switching folders while online