PC F	Import	Your AC Gmail Account to Microsoft Outlook From a PC
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		<ol> <li>Click the gear icon, then click "Settings".</li> </ol>
	2 Cardinal de lange dans lange Fedrage	<ol> <li>Click the tab labeled</li> <li>"Forwarding and Pop/IMAP.</li> </ol>
	Normalization of the control of th	4. Select "Enable IMAP", then click "Save Changes".
		5. In Outlook 2010, click File, then Info. In the Info window, click the Account Settings button, then click "Account Settings"





## From a PC



<Back Next > Cancel

- 6. In the E-mail tab of Account Settings, click the "New..." button".
- 7. Ensure E-mail Account is selected, then click "Next".
- 8. Select "Manually configure server settings or additional server types" then click "Next".
- 9. Ensure that Internet E-mail is selected, then click "Next".



### From a PC

	Your Name:
	E-mail Address
	Server Info
	Account Type
	Incoming mail
	Outgoing mail
	Logon Infor
	User Name:
	Password:
<u> </u>	Require log

Internet E-mail Settings Each of these settings at	re required to get your e-mail accour	et working.
User Information		Test Account Settings
Four Name: E-mail Address:	blig Badger bbadger @amarifocollege.com	recommend you test your account by cicking the button below. (Requires network connection)
Server Information Account Type: Incoming mail server: Outgoing mail server (SHTP): Logon Information User Name: Password: Information Secure Require logon using Secure	SHAP  was genal com mtp genal com mtp genal com basdger generifocolege.com tenenber password Password Authentication (SPA)	Test Account Settings
_		< Back Next > Cancel

10. Enter your User Information as follows:

- Enter your name and full e-mail address.
- In Account Type:, choose "IMAP".
- In Incoming mail server:, enter "imap.gmail.com".
- In Outgoing mail server (SMTP):, enter "smtp.gmail.com".
- In User Name:, enter your full email address.
- In Password:, enter your password.

Then, click "More Settings".



11. Click the tab labeled"Outgoing Server", then check the box next to "My outgoing server (SMTP) requires authentication".





#### From a PC

Internet E-mail Settings  General Gene
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12. Click the tab labeled"Advanced". Enter ServerPort Numbers as follows:

- In Incoming server (IMAP): type "993".
- In the dropdown next to Use the following type of encrypted connection:, select "SSL".
- In the dropdown next to (the second) Use the following type of encrypted connection:, select "TLS".
- In Outgoing server (SMTP):, type "587".

Then, click "OK".

13. Click "Next".



### From a PC

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Log onto incoming mail server (IMAP) Completed	
Send test e-mail message Completed	

14. Wait as Outlook attempts to log on to the mail server and send a test email. When both items are checked green, click "Close".

15. Click "Finish".

Your AC Gmail account has now been set to import to Microsoft Outlook.

Note: IMAP syncs the actions you take in Outlook Express with Gmail so if you read a message in your mail client, it will be marked as read in Gmail.

This is a publication of Information Technology Services. For further assistance, please contact the Technology Information Center by Phone: (806) 371-5100, Email: ITS@actx.edu, or visit us in Russell Hall Room 121.

