PC

Import Your AC Gmail Account to Microsoft Outlook

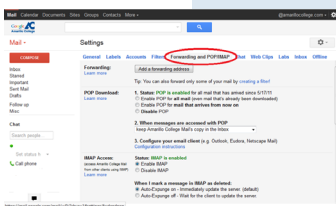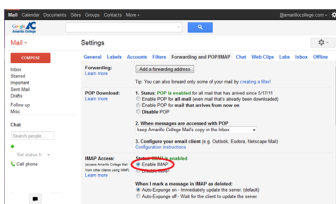### From a PC

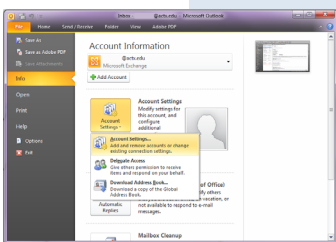**Technology Information Page**
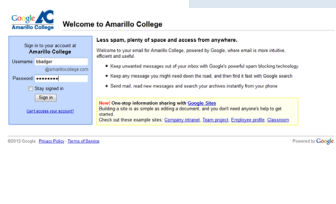
1. Log in to your AC Gmail account.
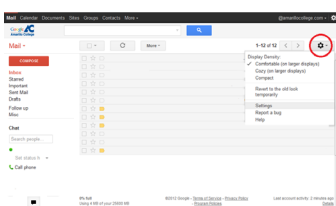
2. Click the gear icon, then click "Settings".

3. Click the tab labeled "Forwarding and Pop/IMAP.

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..."
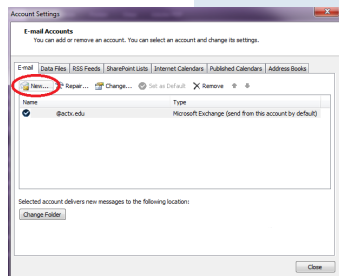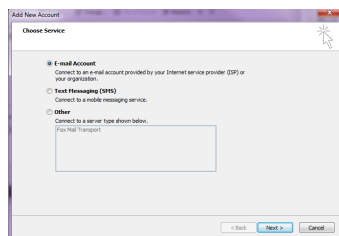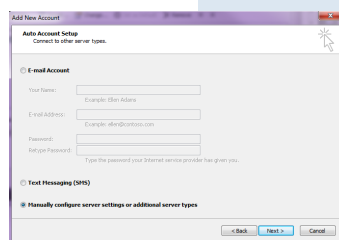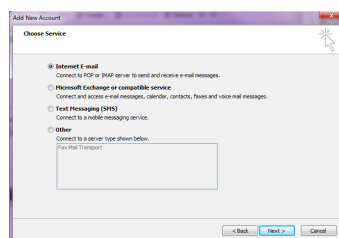
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6. In the E-mail tab of Account Settings, click the "New..." button".

7. Ensure E-mail Account is selected, then click "Next".

8. Select "Manually configure server settings or additional server types" then click "Next".

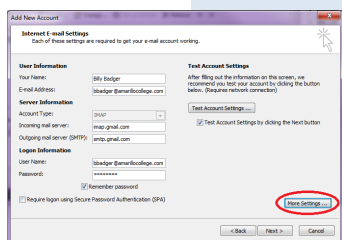9. Ensure that Internet E-mail is selected, then click "Next".

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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 e-mail address.
- In Password:, enter your password.

Then, click "More Settings".
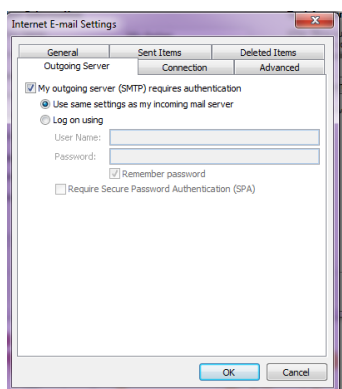
11. Click the tab labeled "Outgoing Server", then check the box next to "My outgoing server (SMTP) requires authentication".
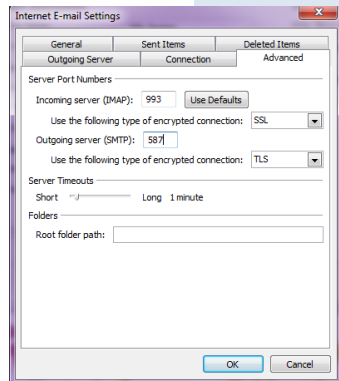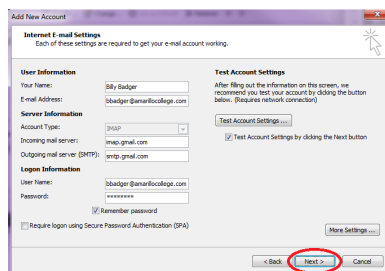
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12. Click the tab labeled "Advanced". Enter Server Port Numbers as follows:

- 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".

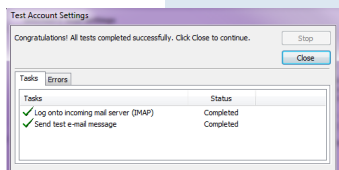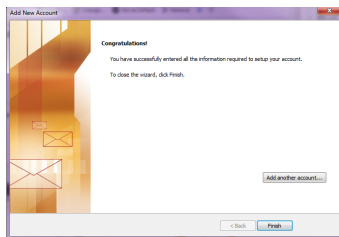Then, click "OK".

13. Click "Next".

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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.