Adding Your Google Apps Account To Your Outlook Profile

1. Open the "Account Settings" window.
    a. Outlook 2007:
        i. Click on the "Tools" menu.
        ii. Click on the "Account Settings…" submenu.
    b. Outlook 2010:
        i. Click on the "File" tab.
        ii. Click on the "Account Settings" button.
        iii. Click on the "Account Settings…" submenu.
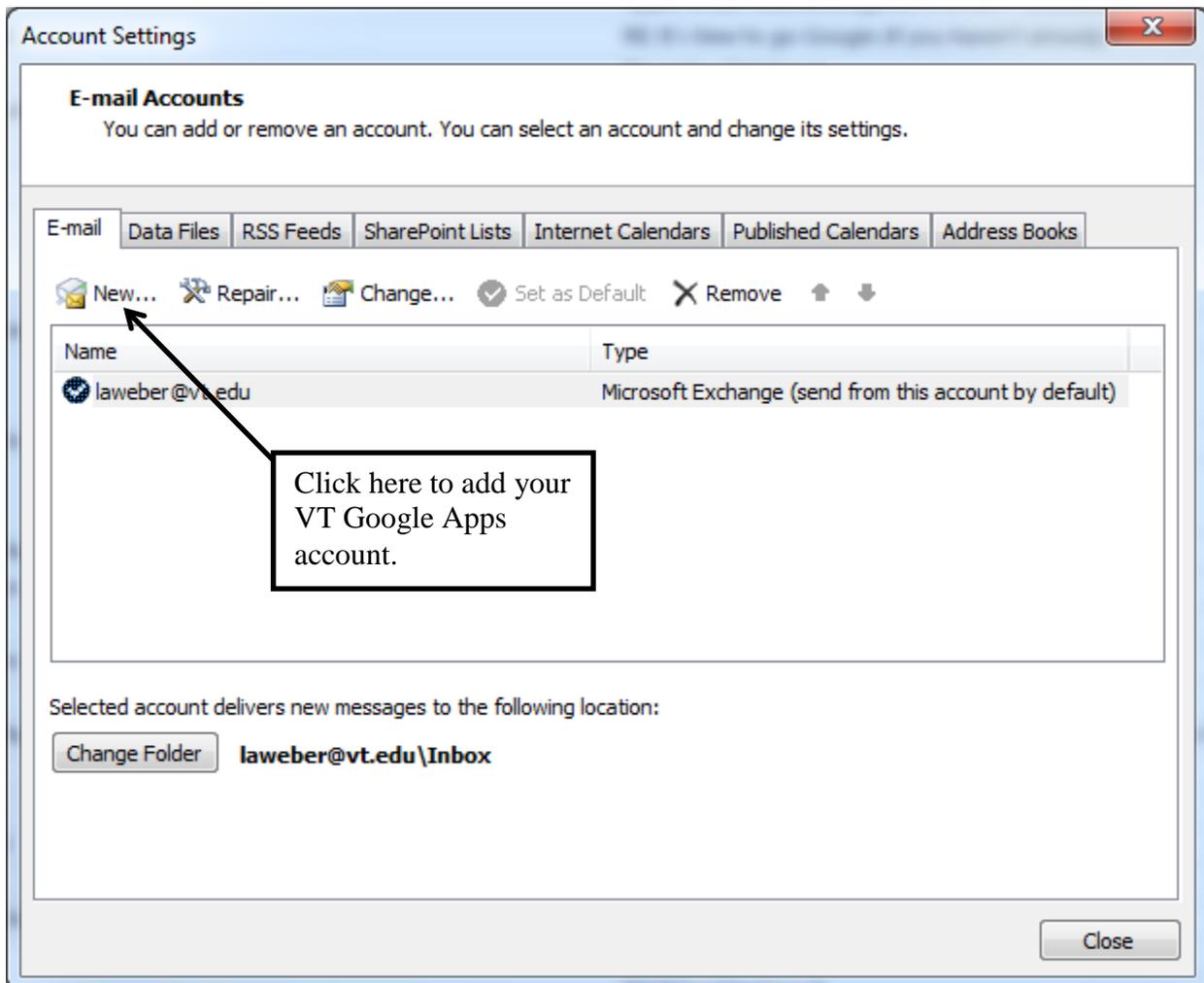
2. Click on the "New…" button.
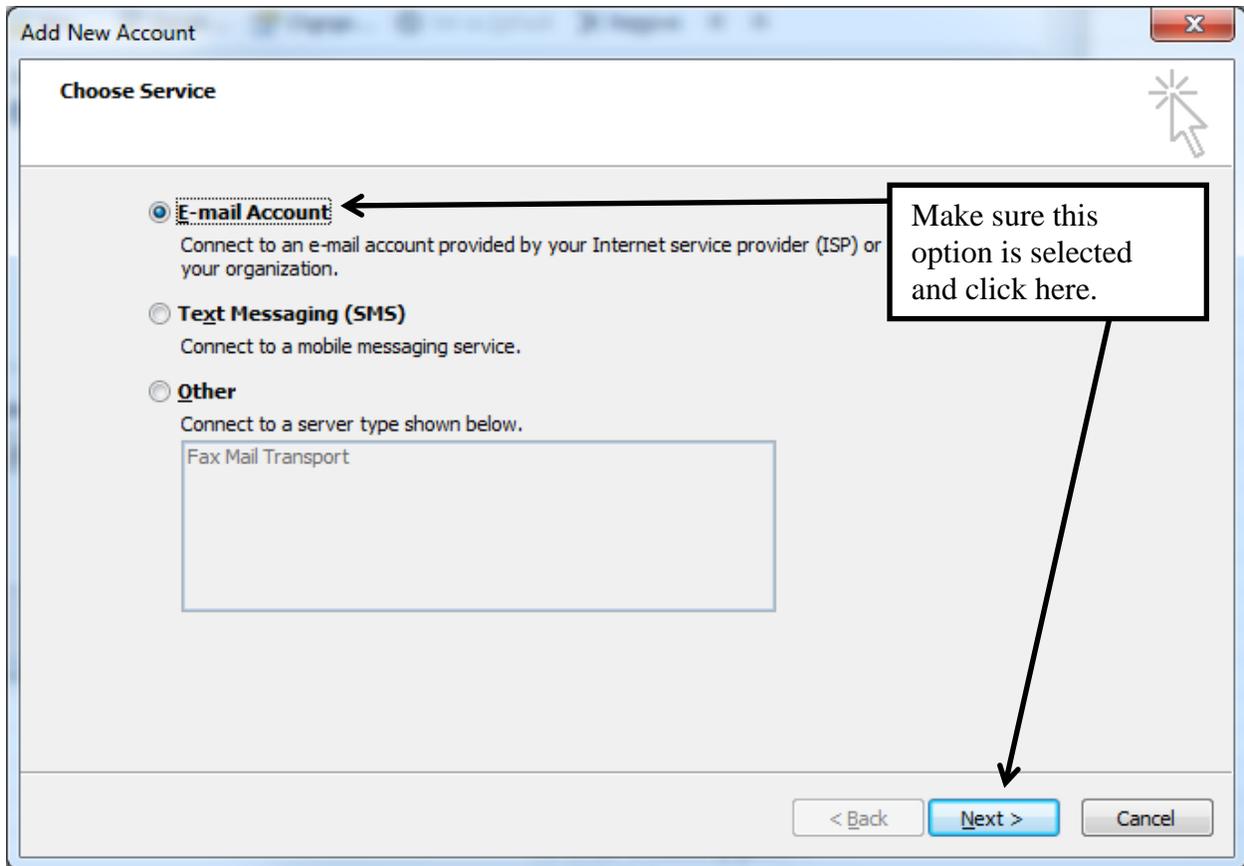
3. "E-mail Account" should be selected by default and click on the "Next >" button.
4. Select the "Manually configure server settings or additional server types" option and click on the "Next >" button.
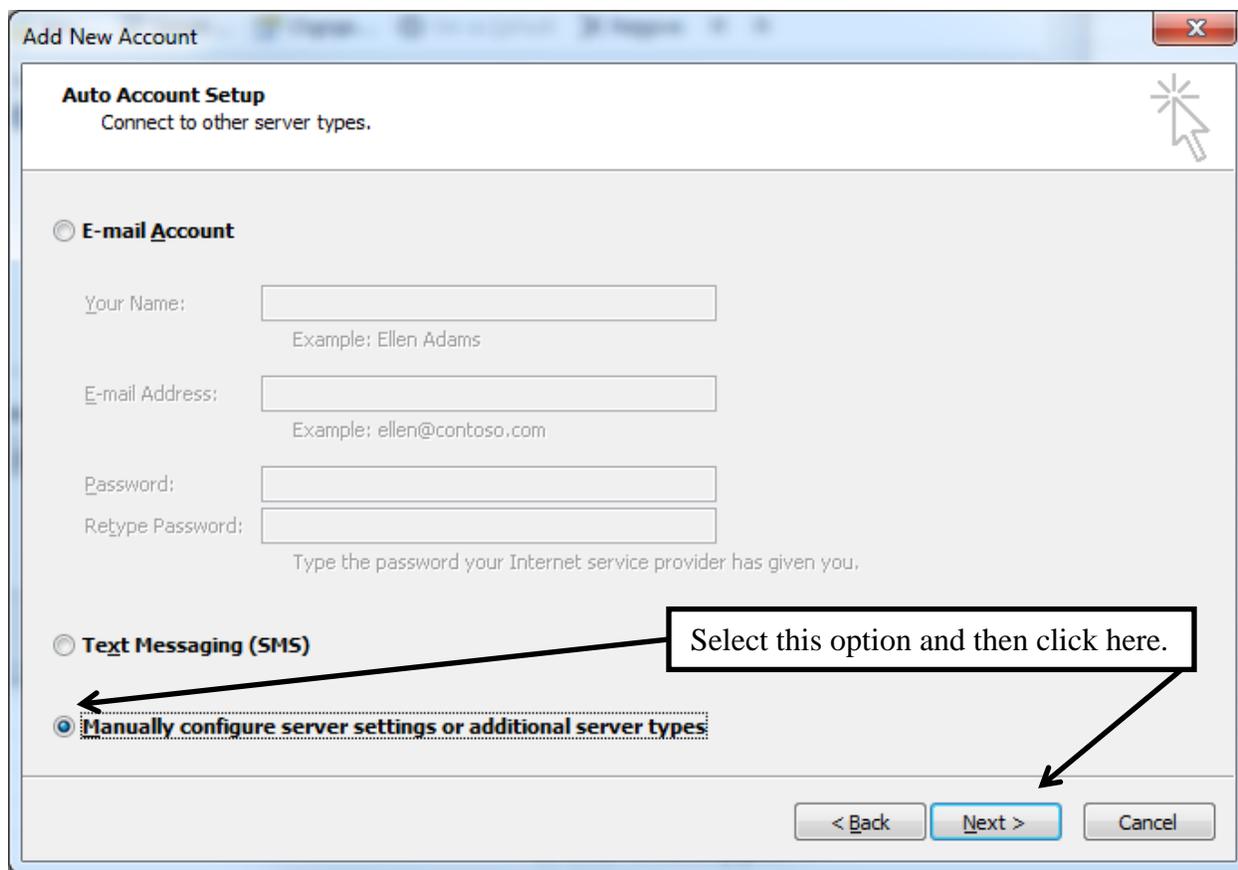
5. Make sure the "Internet E-mail" option is selected and click on the "Next >" button.
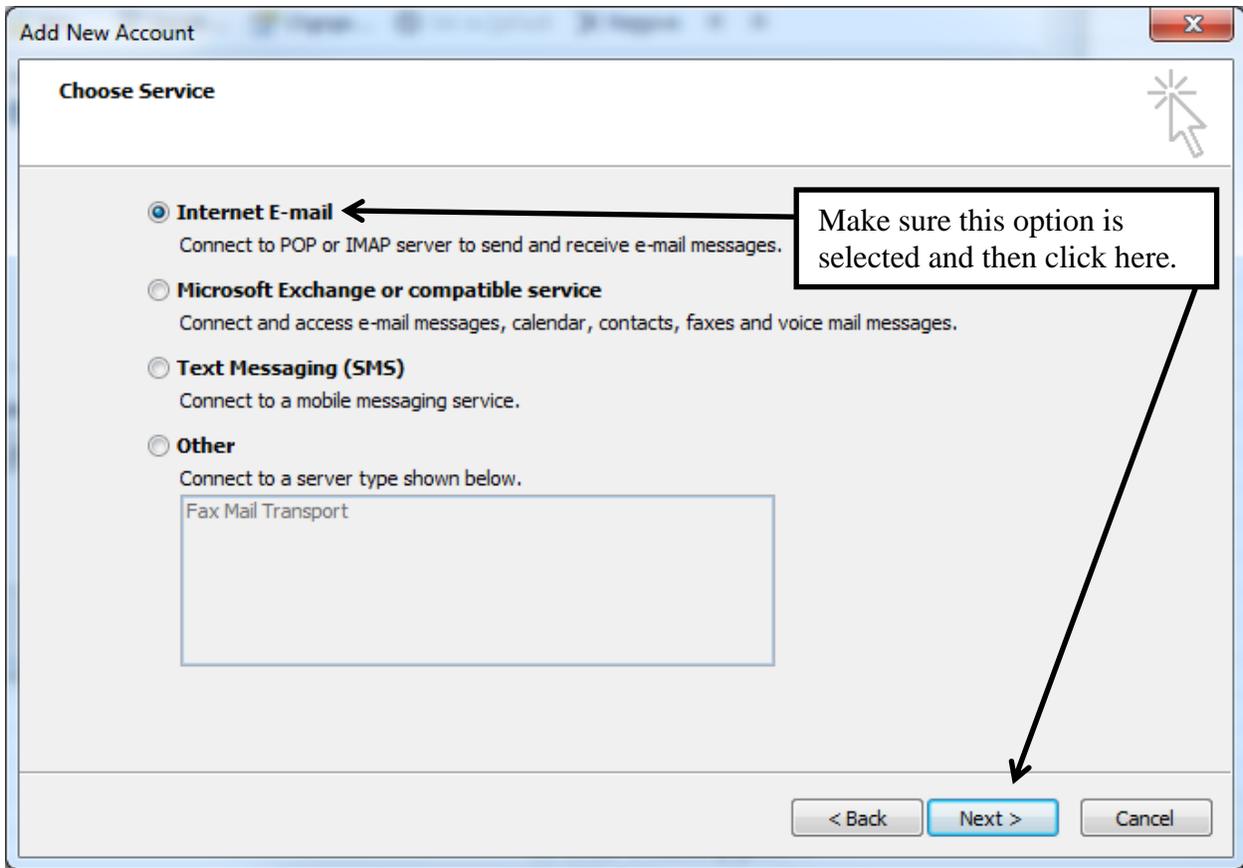
6. Fill out all the fields as shown below but substituting your information where appropriate being sure to use your new Google Apps password in the "Password" field.
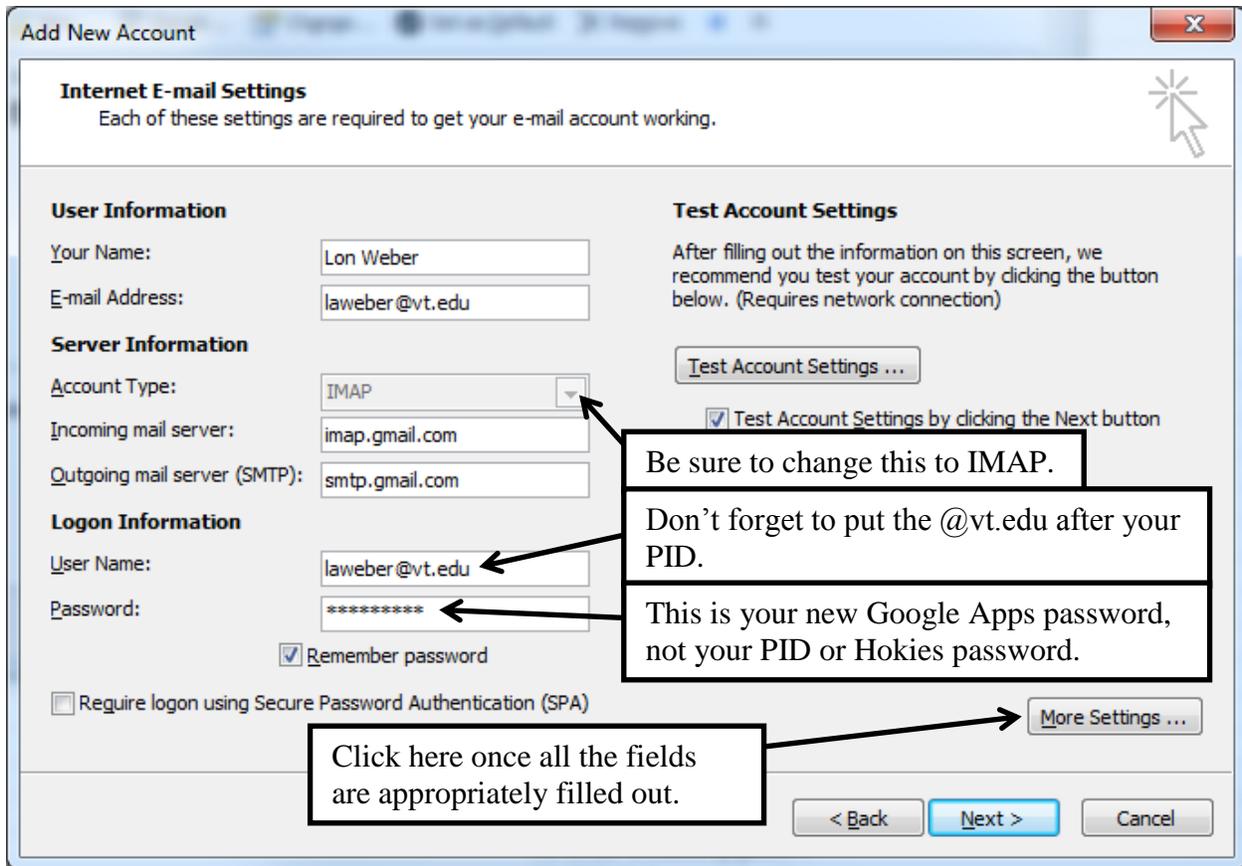
7. Click on the "More Settings…" button.
8. On the "General" tab give your "Mail Account" a more meaningful name as shown below.

Internet E-mail Settings

| Outgoing Server | Connection | Advanced |
| General | Sent Items | Deleted Items |

Mail Account

Type the name by which you want to refer to this account. For example: "Work" or "Microsoft Mail Server"

laweber@vt.edu (Google Apps)

Other User Information

Organization:

Reply E-mail:

Here I added (Google Apps) after my email address to help differentiate this account from my Exchange laweber@vt.edu account.

OK   Cancel

9. Click on the "Outgoing Server" tab and select the "My outgoing server (SMTP) requires authentication" option.
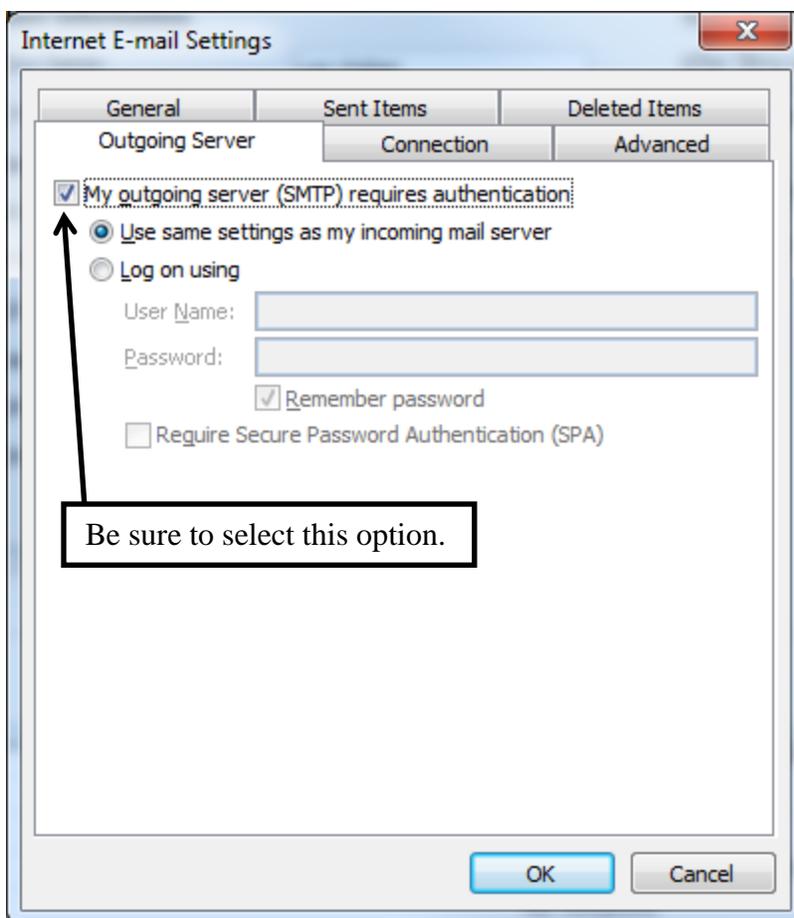
10. Click on the "Advanced" tab and change the settings according to the following screen shot. Note that you should set the encryption types from the pull downs before setting the port numbers.
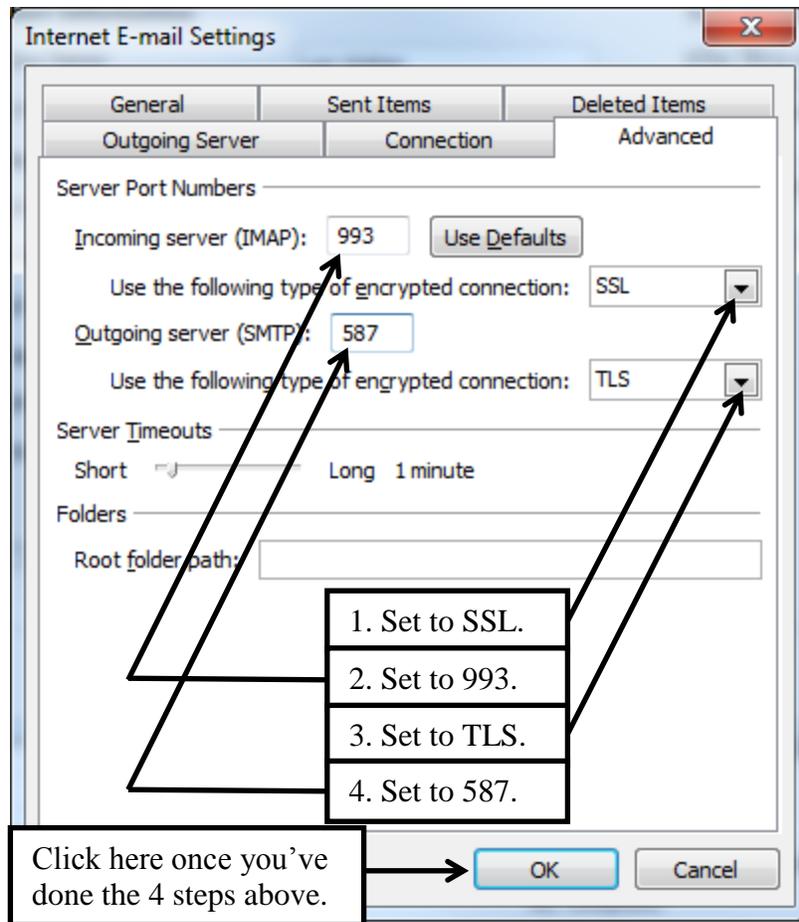
11. Click on the "Ok" button followed by the "Next >" button and if all goes well you should get the following screen.
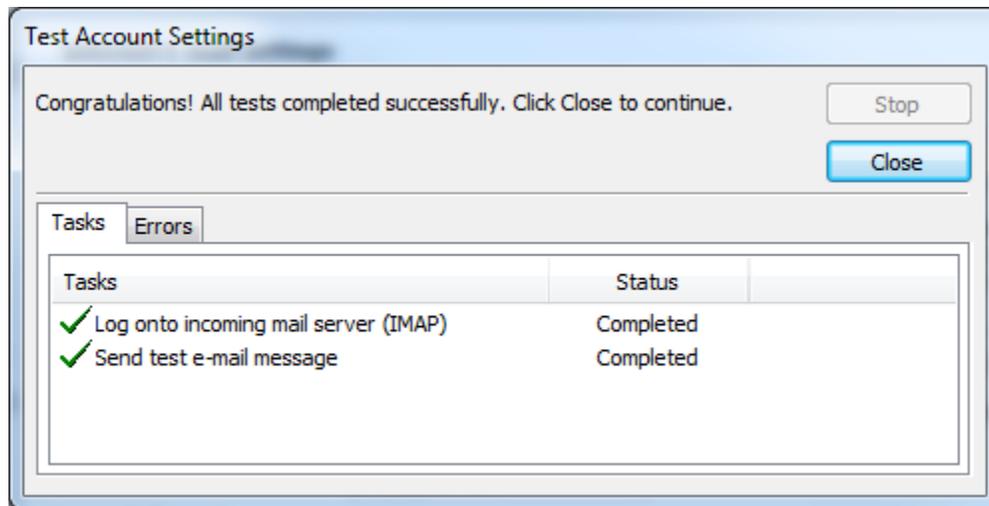
12. Click on the "Close" button followed by the "Finish" button and you should be back at the "Account Settings" screen with the new "IMAP/SMTP" account as shown below.
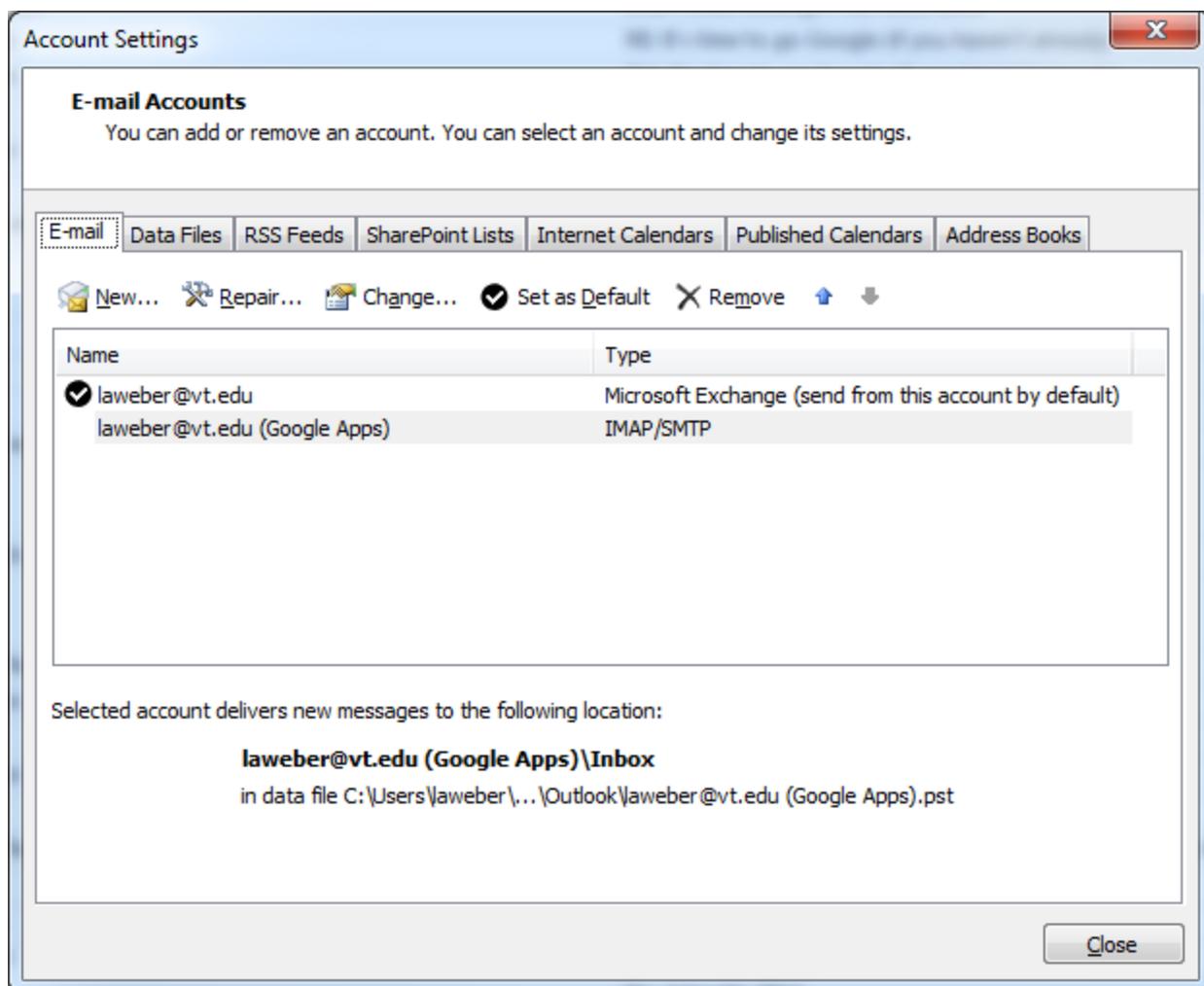
13. Click on the "Close" button and the new account should appear in your folder list. Note that you may need to quit and restart Outlook before it appears.