## 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.

ccount Settings	<b>X</b>		
E-mail Accounts You can add or remove an account. You can select an account and change its settings.			
E-mail Data Files RSS Feeds SharePoin	t Lists Internet Calendars Published Calendars Address Books		
🧝 New 🔆 Repair 🖀 Change 💿 Set as Default 🗙 Remove 🔹 🛡			
Name	Туре		
🕲 laweber @vv edu	Microsoft Exchange (send from this account by default)		
VT Google A account.	vpps		
Selected account delivers new messages to the following location: Change Folder laweber@vt.edu\Inbox			
	Close		

2. Click on the "New..." button.

New Account			×
Choose Service			芯
<ul> <li>E-mail Account</li> <li>Connect to an e-mail account provided by your Internet service proyour organization.</li> <li>Text Messaging (SMS) Connect to a mobile messaging service.</li> <li>Other</li> <li>Connect to a server type shown below.</li> </ul>	vider (ISP) or	Make sure this option is selected and click here.	
	< <u>B</u> ack		: Next > C

- 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.

d New Account Auto Account Setup Connect to other s	erver types.	<b>一</b> 半
🖱 E-mail <u>A</u> ccount		
Your Name;		
E-mail Address:	Example: Ellen Adams	
Password:	Example: ellen@contoso.com	
Retype Password;	Type the password your Internet service provider has given you,	
) Te <u>x</u> t Messaging (S	Select this option and then click	here.
Manually configur	e server settings or additional server types	/
	< Back Next >	Cancel

5. Make sure the "Internet E-mail" option is selected and click on the "Next >" button.

Add New Account	×
Choose Service	×
<ul> <li>Internet E-mail </li> <li>Connect to POP or IMAP server to send and receive e-mail messages.</li> <li>Microsoft Exchange or compatible service Connect and access e-mail messages, calendar, contacts, faxes and v</li> </ul>	Make sure this option is selected and then click here.
<ul> <li>Text Messaging (SMS)</li> <li>Connect to a mobile messaging service.</li> <li>Other</li> <li>Connect to a server type shown below.</li> </ul>	
	< Back Next > Cancel

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.

dd New Account  Internet E-mail Settings Fach of these settings are required to get your e-mail account working.		
User Information		Test Account Settings
Your Name:	Lon Weber	After filling out the information on this screen, we
E-mail Address:	laweber@vt.edu	below. (Requires network connection)
Server Information		Test Account Settings
Account Type:	IMAP 👻	Test Account Setungs
Incoming mail server:	imap.gmail.com	▼ Test Account Settings by clicking the Next button
Outgoing mail server (SMTP):	smtp.gmail.com	Be sure to change this to IMAP.
Logon Information		Don't forget to put the @vt.edu after your
<u>U</u> ser Name:	laweber@vt.edu	PID.
Password:	********	This is your new Google Apps password,
	emember password	not your PID or Hokies password.
Reguire logon using Secure Password Authentication (SPA)		
	Click here once all the are appropriately filled	fields l out. < <u>Back</u> <u>Next</u> > Cancel

- 7. Click on the "More Settings..." button.
- 8. On the "General" tab give your "Mail Account" a more meaningful name as shown below.

General ail Account Type the name by w example: "Work" or laweber@vt.edu (G ther User Informatio Organization:	Sent Items hich you want to refer to t "Microsoft Mail Server" oogle Apps) n	Deleted Items	
ail Account Type the name by w example: "Work" or laweber@vt.edu (G ther User Informatio Organization:	hich you want to refer to t "Microsoft Mail Server" oogle Apps) n	his account. For	
Type the name by w example: "Work" or laweber@vt.edu (G ther User Informatio Organization:	hich you want to refer to t "Microsoft Mail Server" oogle Apps) n	his account. For	
laweber@vt.edu (G ther User Informatio	oogle Apps) n		
ther User Informatio	n		
Organization:	-		
Reply E-mail:	<b>\</b>		
Here I added (Google Apps) after my email address to help differentiate this account from my Exchange laweber@vt.edu account.			

9. Click on the "Outgoing Server" tab and select the "My outgoing server (SMTP) requires authentication" option.

General Outgoing Server My outgoing server My outgoing server User same setting Log on using User Name: Password:	Sent Items Connection (SMTP) requires authen as as my incoming mail s Remember password	Deleted Items Advanced tication erver		
Outgoing Server	Connection (SMTP) requires authen is as my incoming mail s Remember password	Advanced tication erver		
My outgoing server ( My outgoing server (  Ser Name: Password:	(SMTP) requires authen as as my incoming mail s Remember password	tication erver		
Use same setting     Log on using     User Name:     Password:	is as my incoming mail s	erver		
Log on using User Name: Password:	Remember password			
User <u>N</u> ame: Password:	Remember password			
Password:	Remember password			
<b>V</b>	Remember password			
	ro Doceword Authoptic			
Reguire Secure Password Authentication (SPA)				
Be sure to select this option				
Be sure to select this option.				
		OK Cancel		

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.

General	Sent Items	Deleted Items
Outgoing Server	Connectio	on Advanced
Server Port Numbers		
Incoming server (IM	AP): 993 Use	e <u>D</u> efaults
Use the following	type of encrypted co	onnection: SSL
<u>O</u> utgoing server (SM	TTP: 587	7
Use the following	type of en <u>c</u> rypted co	onnection: TLS
Server Timeouts	_/	/ /`
Short 🦳	Long 1 minute	
Folders	/	/ /
Root <u>f</u> older path:		
	1. Set to S	SSL.
$\neg$	2. Set to 9	93.
	3. Set to 7	TLS.
/	4 Set to 5	587

11. Click on the "Ok" button followed by the "Next >" button and if all goes well you should get the following screen.

Test Account Settings		
Congratulations! All tests completed successfully. Cl	ck Close to continue.	Stop
		Close
Tasks Errors		
Tasks	Status	
✓ Log onto incoming mail server (IMAP)	Completed	
✓ Send test e-mail message	Completed	

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.

Account Settings	×			
E-mail Accounts You can add or remove an account. You can select an account and change its settings.				
E-mail Data Files RSS Feeds SharePoint Lists Intern	et Calendars Published Calendars Address Books			
<u>Mew</u> <sup>™</sup> <u>Repair</u> <sup>™</sup> Ch <u>a</u> nge Set as <u>D</u>	efault 🗙 Remove 🐨 🖶			
Name	Туре			
Slaweber@vt.edu	Microsoft Exchange (send from this account by default)			
Selected account delivers new messages to the following location:				
laweber@vt.edu (Google Apps)\Inbox				
in data file C:\Users\aweber\\Outlook\aweber@vt.edu (Google Apps).pst				
	Qlose			

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.