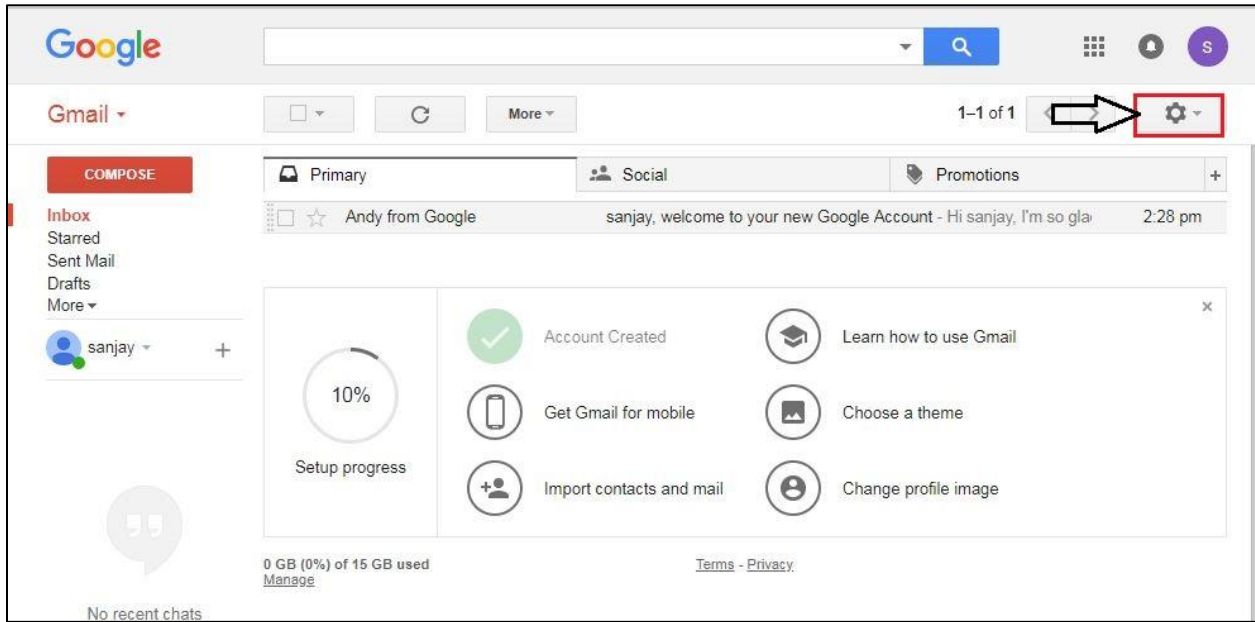


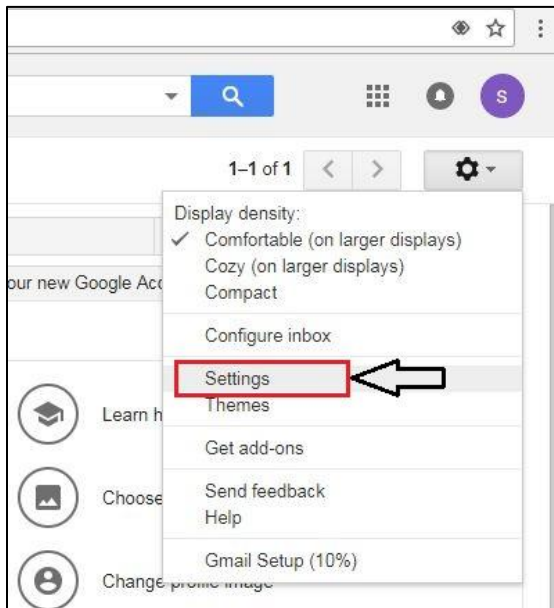
How to Configure Outlook

Part – I Setting in Google Mail.

Log in with your email ID and click on setting.



Click on setting.



Click on Forwarding and POP/IMAP option.

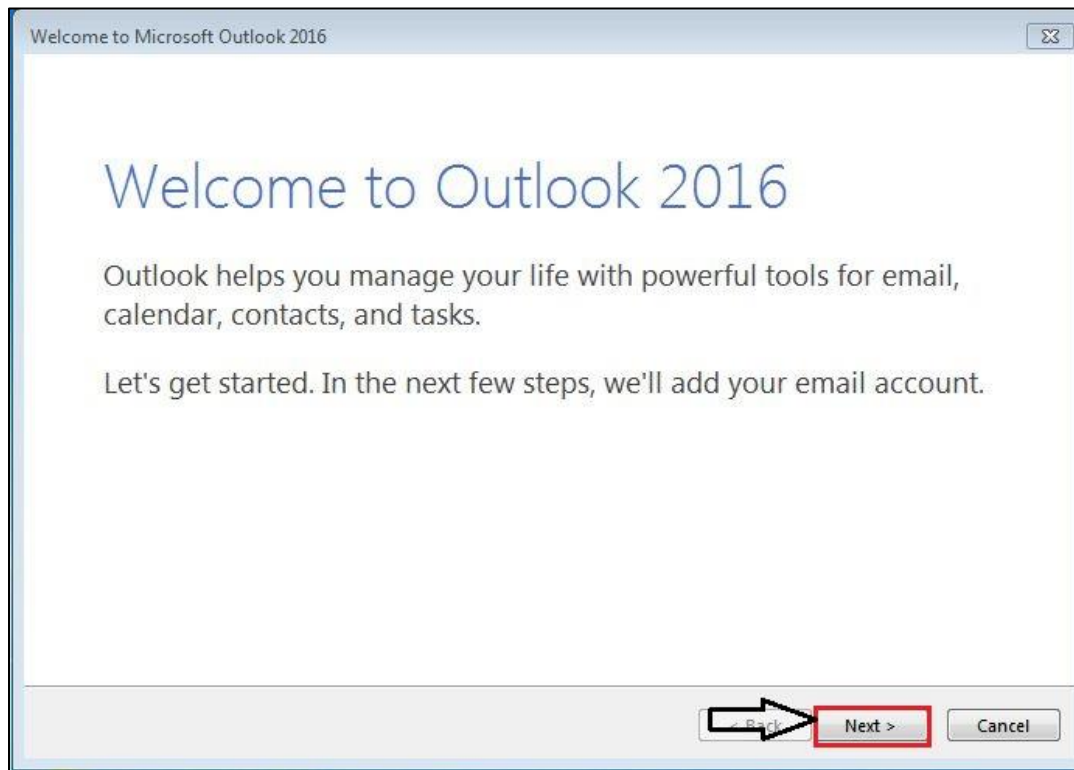
The screenshot shows the Gmail Settings page with the 'Forwarding and POP/IMAP' tab selected. The 'Forwarding' section has an 'Add a forwarding address' button. The 'POP Download' section shows 'Status: POP is disabled' with radio buttons for 'Enable POP for all mail' and 'Enable POP for mail that arrives from now on'. A dropdown menu for 'When messages are accessed with POP' is set to 'keep Gmail's copy in the Inbox'. The 'IMAP Access' section shows 'Status: IMAP is disabled' with radio buttons for 'Enable IMAP' and 'Disable IMAP'. At the bottom, there are 'Save Changes' and 'Cancel' buttons.

Click on Enable IMAP and Click on Save Changes and Exit.

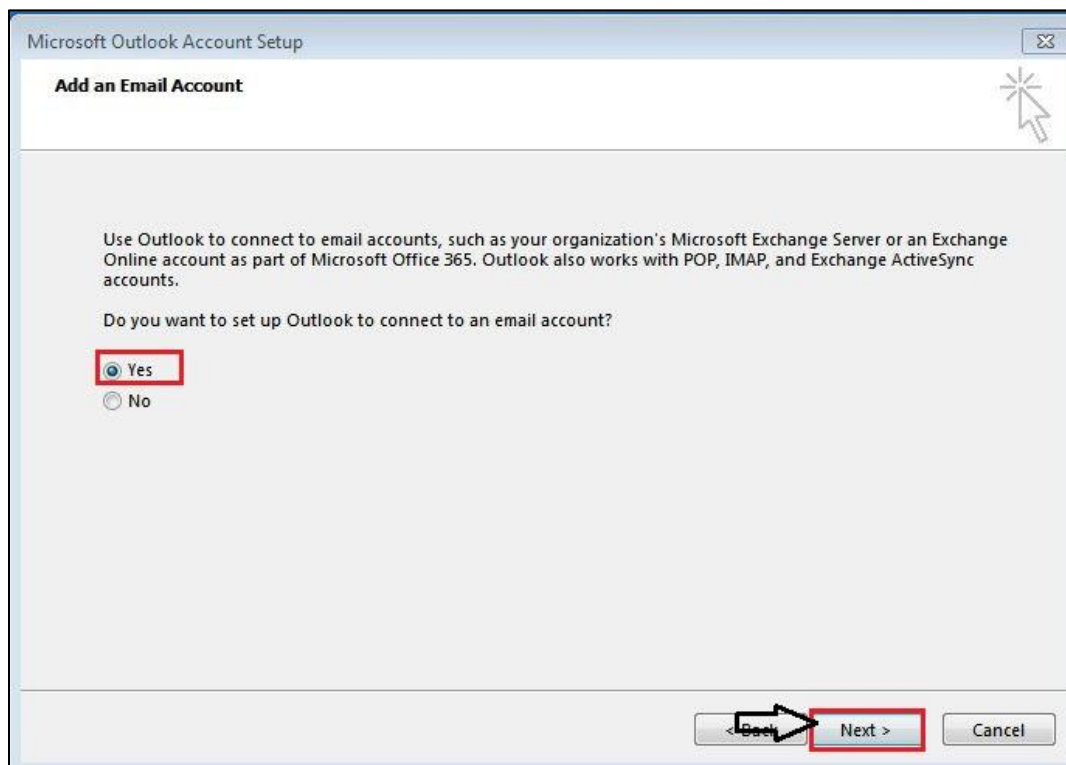
This screenshot shows the same Gmail Settings page, but with the 'IMAP Access' section expanded. The 'Status: IMAP is disabled' text is highlighted with a red box, and a black arrow points to the 'Enable IMAP' radio button. Below this, there are sections for 'When I mark a message in IMAP as deleted:' (with 'Auto-Expunge on' selected), 'When a message is marked as deleted and expunged from the last visible IMAP folder:' (with 'Archive the message' selected), and 'Folder Size Limits' (with 'Do not limit the number of messages' selected). At the bottom, the 'Save Changes' button is highlighted with a red box, and a black arrow points to it.

Part – II Configure in Outlook.

Start Your Outlook and click on Next.



Click on Yes and Next.



Select Manual Setup or additional server type option and Click on next.

Add Account

Auto Account Setup
Manual setup of an account or connect to other server types.

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Manual setup or additional server types

< Back **Next >** Cancel

Select POP or IMAP and Click on Next.

Add Account

Choose Service

Outlook.com or Exchange ActiveSync compatible service
Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks

POP or IMAP
Connect to a POP or IMAP email account

< Back **Next >** Cancel

Configure settings as below.

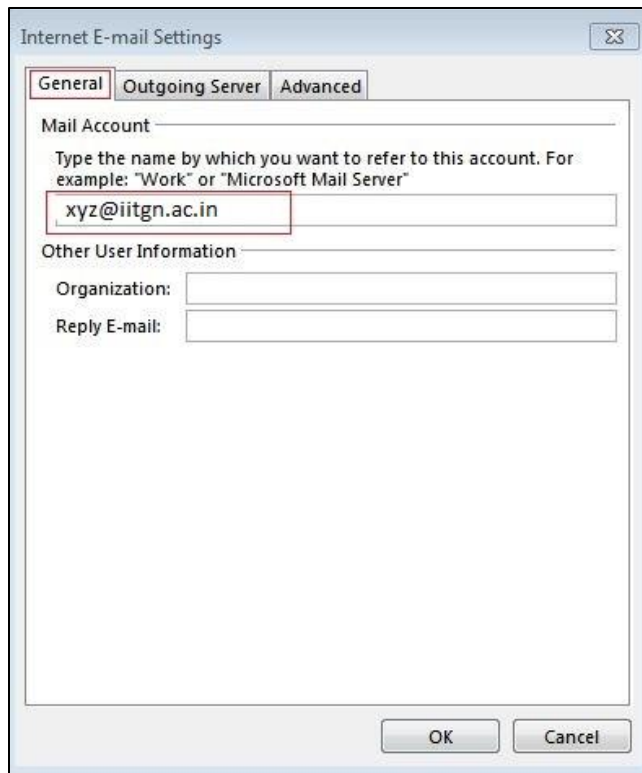
The screenshot shows a 'POP and IMAP Account Settings' dialog box. It has a title bar 'Add Account' and a close button. The main heading is 'POP and IMAP Account Settings' with the instruction 'Enter the mail server settings for your account.' There are four main sections: 'User Information' with fields for 'Your Name' (test) and 'Email Address' (xyz@iitgn.ac.in); 'Server Information' with a dropdown for 'Account Type' (IMAP), and text boxes for 'Incoming mail server' (imap.gmail.com) and 'Outgoing mail server (SMTP)' (smtp.gmail.com); 'Logon Information' with fields for 'User Name' (xyz@iitgn.ac.in) and 'Password' (masked with asterisks), and a checked 'Remember password' checkbox; and 'Test Account Settings' with a 'Test Account Settings ...' button, a checked 'Automatically test account settings when Next is clicked' checkbox, and a 'Mail to keep offline' slider set to 'All'. At the bottom right, a 'More Settings ...' button is highlighted with a black arrow. Navigation buttons '< Back', 'Next >', and 'Cancel' are at the bottom.

Settings.

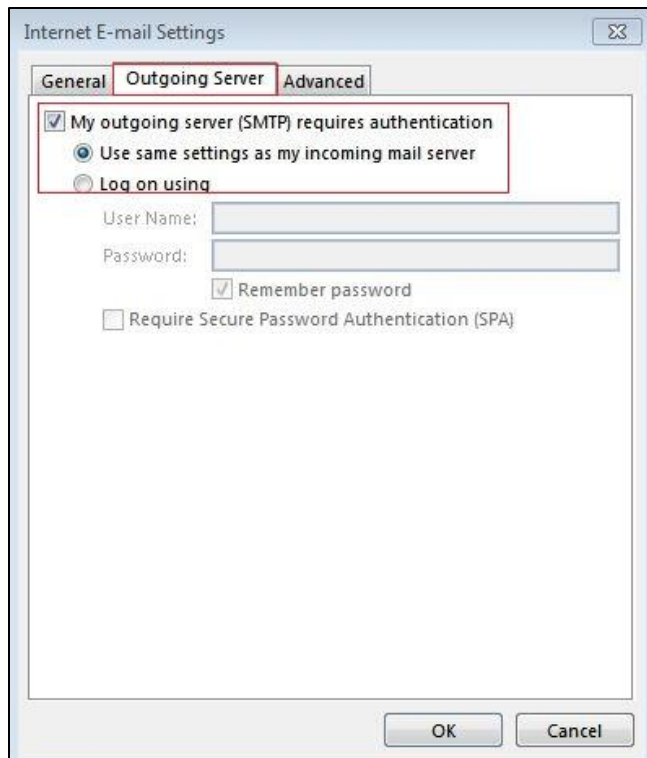
- 1- Enter **your Name**.
- 2- Enter your **E-mail ID**.
- 3- Select Account Type as **IMAP**
- 4- Enter Incoming mail server as **imap.gmail.com**
- 5- Enter Outgoing mail server(SMTP) as **smtp.gmail.com**
- 6- Enter your **Name** or your **E-mail ID**.
- 7- Enter your E-mail ID **Password**.

Click on More Settings.

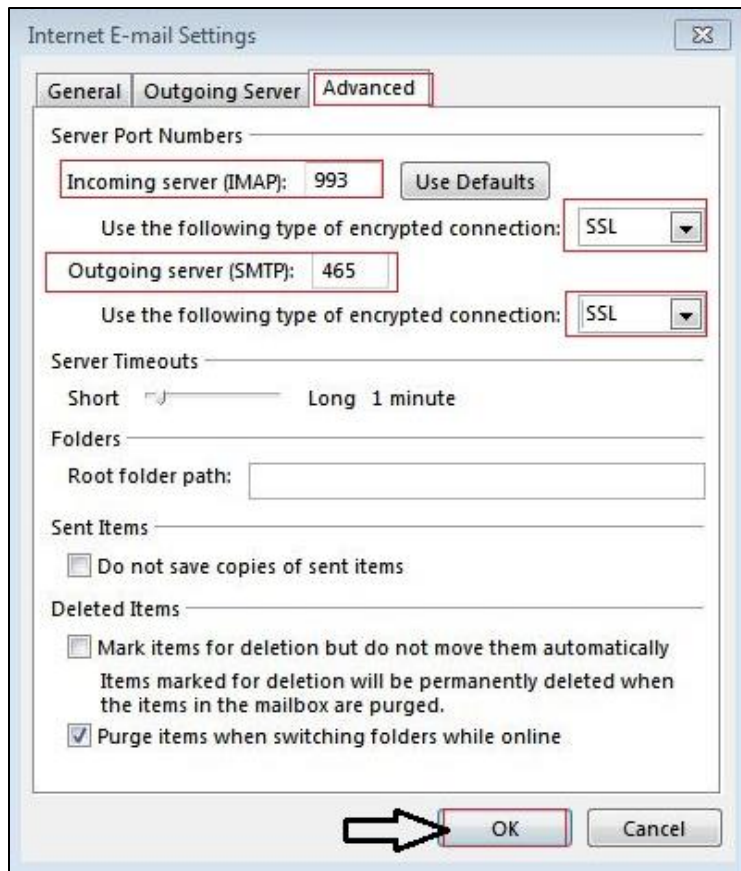
Click on General and check your E-mail ID.



Click on Outgoing Server and select My outgoing server (SMTP) requires authentication.



Click on Advanced and Configure settings as shown below.



Settings.

- Enter value Incoming server (IMAP) as 993
- Use the Following type of encrypted connection as SSL
- Enter value Outgoing server (SMTP) as 465
- Use the Following type of encrypted connection as SSL

Click on OK.

Click on Next.

Add Account

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

User Information
 Your Name: test
 Email Address: xyz@iitgn.ac.in

Server Information
 Account Type: IMAP
 Incoming mail server: imap.gmail.com
 Outgoing mail server (SMTP): smtp.gmail.com

Logon Information
 User Name: xyz@iitgn.ac.in
 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.
 Test Account Settings ...
 Automatically test account settings when Next is clicked

Mail to keep offline: All

More Settings ...

Back Next > Cancel

Click on Close.

Test Account Settings

Congratulations! All tests completed successfully. Click Close to continue.

Stop

Close

Tasks Errors

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

Click on Finish.

