## How to Configure Outlook

## Part – I Setting in Google Mail.

Log in with your email ID and click on setting.

| Google                                  |                                   |                          | <u>, </u>                                      | 00      |
|---|-----------------------------------|--------------------------|--|---------|
| Gmail •                                 | C C                               | More 🔻                   | 1–1 of 1                                       | > \$-   |
| COMPOSE                                 | Primary                           | 🚨 Social                 | Promotions                                     | +       |
| Inbox<br>Starred<br>Sent Mail<br>Drafts | C 📩 Andy from Google              | sanjay, welcome to y     | our new Google Account - Hi sanjay, I'm so gla | 2:28 pm |
| More •                                  |                                   | Account Created          | Learn how to use Gmail                         | ×       |
|   | 10%                               | Get Gmail for mobile     | Choose a theme                                 |         |
|   | Setup progress                    | Import contacts and mail | Change profile image                           |         |
|   | 0 GB (0%) of 15 GB used<br>Manage | <u>Terms</u> - <u>P</u>  | <u>rivacy</u>                                  |         |

Click on setting.



Click on Forwarding and POP/IMAP option.

| Settings   |   |
|--|---|
| General Labels Inbox Accou                                 | nts and Import Filters and Blocked Addresses Forwarding and POP/IMAP Add-ons Chat Labs Offline Themes   |
| Learn more   | Tip: You can also forward only some of your mail by creating a filter!  |
| POP Download:<br>Learn more                                | 1. Status: POP is disabled<br>Enable POP for all mail<br>Enable POP for mail that arrives from now on   |
|  | <ol> <li>When messages are accessed with POP keep Grail's copy in the Inbox</li> <li>Configure your email client (e.g. Outlook, Eudora, Netscape Mail)</li> </ol> |
| IMAP Access:   | Configuration instructions Status: IMAP is disabled   |
| (access Gmail from other clients using IMAP)<br>Learn more | <ul> <li>Enable IMAP</li> <li>Disable IMAP</li> </ul>   |
| -  | Configure your email client (e.g. Outlook, Thunderbird, iPhone)<br>Configuration instructions   |
|  | Save Changes Cancel   |

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

| Settings                                     |  |      |      |         |        |
|--|--|------|------|---------|--------|
| General Labels Inbox Accoun                  | ts and Import Filters and Blocked Addresses Forwarding and POP/IMAP Add-ons                        | Chat | Labs | Offline | Themes |
| Loan more                                    | Enable POP for mail that arrives from now on   |      |      |         |        |
|  | · · · · · · · · · · · · · · · · · · ·  |      |      |         |        |
|  | 2. When messages are accessed with POP keep Gmail's copy in the Inbox                              |      |      |         |        |
|  | 3. Configure your email client (e.g. Outlook, Eudora, Netscape Mail)<br>Configuration instructions |      |      |         |        |
| IMAP Access:                                 | Status: IMAP is disabled   |      |      |         |        |
| (access Gmail from other clients using IMAP) | Enable IMAP  |      |      |         |        |
| Learn more                                   | O Disable IMAP   |      |      |         |        |
|  | When I mark a message in IMAP as deleted:  |      |      |         |        |
|  | Auto-Expunge on - Immediately update the server. (default)   |      |      |         |        |
|  | Auto-Expunge off - Wait for the client to update the server.                                       |      |      |         |        |
|  | When a message is marked as deleted and expunged from the last visible IMAP folder:                |      |      |         |        |
|  | Archive the message (default)  |      |      |         |        |
|  | Move the message to the Trash  |      |      |         |        |
|  | Immediately delete the message forever   |      |      |         |        |
|  | Folder Size Limits   |      |      |         |        |
|  | Do not limit the number of messages in an IMAP folder (default)                                    |      |      |         |        |
|  | ○ Limit IMAP folders to contain no more than this many messages 1,000 ▼                            |      |      |         |        |
|  | Configure your email client (e.g. Outlook, Thunderbird, iPhone)<br>Configuration instructions      |      |      |         |        |
|  | Save Chapters Cancel   |      |      |         |        |
|  | Save Changes Cancel  |      |      |         |        |

#### Part – II Configure in Outlook.

#### Start Your Outlook and click on Next.



#### Click on Yes and Next.

| Microsoft Outlook Account Setup   | 8   |
|---|---|
| Add an Email Account  | ×.  |
| Use Outlook to connect to email accounts, such as your organ<br>Online account as part of Microsoft Office 365. Outlook also v<br>accounts.<br>Do you want to set up Outlook to connect to an email accoun<br>@ Yes<br>@ No | ization's Microsoft Exchange Server or an Exchange<br>vorks with POP, IMAP, and Exchange ActiveSync<br>t? |
| © No  |   |
|   | Next > Cancel   |

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

| dd Account<br><b>Auto Account Setur</b><br>Manual setup of a | n account or connect to other server types. | ر<br>بلا |
|--|---|----------|
| 🔘 E-mail Account   |   |          |
| Your Name:   | Example: Ellen Adams                        |          |
| E-mail Address;  |   |          |
|  | Example, energeonoso.com                    |          |
|  |   |          |
| Manual setup or a  | Iditional server types                      |          |
|  |   | <        |

Select POP or IMAP and Click on Next.

| Add Account   | 8      |
|---|--------|
| Choose Service  | ×      |
| Outlook.com or Exchange ActiveSync compatible service<br>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  |        |
|   |        |
|   |        |
|   |        |
|   |        |
|   |        |
| Next >  | Cancel |

#### Configure settings as below.

| dd Account   |  | Σ   |
|--|--|---|
| POP and IMAP Account Se<br>Enter the mail server setti | <b>ttings</b><br>ngs for your account. | Ϋ́,   |
| User Information                                       |  | Test Account Settings   |
| Your Name:   | test                                   | We recommend that you test your account to ensure that        |
| Email Address:   | xyz@iitgn.ac.in                        | 2   |
| Server Information                                     |  |   |
| Account Type:  | IMAP                                   |   |
| Incoming mail server:                                  | imap.gmail.com                         | 4 Automatically test account settings when Next<br>is clicked |
| Outgoing mail server (SMTP):                           | smtp.gmail.com                         | <u>5</u>  |
| Logon Information                                      |  |   |
| User Name:   | xyz@iitgn.ac.in                        | 6   |
| Password:  | ****                                   | Mail to keep offline: All                                     |
| R  | emember password                       | · · · · · · · · · · · · · · · · ·                             |
| Require logon using Secu<br>(SPA)                      | re Password Authentication             | More Settings   |
|  |  | < Back Next > Cancel  |

#### 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 <a href="mailto:smtp.gmail.com">smtp.gmail.com</a>
- 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.

|                               |  | Auvanceu                      |          |
|-------------------------------|--|-------------------------------|----------|
| lail Acc<br>Type th<br>exampl | ount<br>ne name by which y<br>le: "Work" or "Micro | ou want to refer to this acco | unt. For |
| xyz@                          | piitgn.ac.in                                       |                               |          |
| ther Us                       | ser Information                                    | -                             |          |
| Reply E                       | :-mail:  |                               |          |

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

| General | Outgoing Serve  | r Advanced   |
|---------|---|--|
| ✓ My o  | utgoing server (SI<br>se same settings ;<br>og on using | MTP) requires authentication<br>as my incoming mail server |
| U       | lser Name:  |  |
| P       | assword:  |  |
|         | V Re  | member password  |
|         |   |  |
|         |   |  |

Click on Advanced and Configure settings as shown below.

| General    | Outgoing Server                          | Advance                   | d              |             |          |      |
|------------|--|---------------------------|----------------|-------------|----------|------|
| Server P   | ort Numbers —                            |                           |                |             |          |      |
| Incom      | ng server (IMAP):                        | 993                       | Use D          | efaults     |          |      |
| Us         | e the following typ                      | e of encry                | oted co        | onnection:  | SSL      | •    |
| Outgo      | ing server (SMTP):                       | 465                       |                | 1           |          |      |
| Us         | e the following typ                      | e of encry                | oted co        | onnection:  | SSL      | -    |
| Server Ti  | meouts                                   |                           |                | 20          |          |      |
| Short      | -J                                       | Long 1 m                  | inute          |             |          |      |
| Folders    |  |                           |                |             |          |      |
| Root f     | older path:                              |                           |                |             |          |      |
| Sent Iter  | ns                                       |                           |                |             |          | _    |
| Do         | not save copies of                       | sent items                |                |             |          |      |
| Deleted    | Items                                    |                           |                |             |          |      |
| Ma         | rk items for deletio                     | n but do r                | not mo         | ve them au  | tomatica | ally |
| Ite<br>the | ms marked for dele<br>items in the mailb | tion will b<br>ox are pur | e perm<br>ged. | anently de  | leted wi | hen  |
| V Pur      | ge items when swit                       | tching fold               | ders wi        | nile online |          |      |

#### 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.

| POP and IMAP Account Set<br>Enter the mail server setting | <b>ttings</b><br>ngs for your account.         | ×   |
|---|--|---|
| User Information  |  | Test Account Settings                                       |
| Your Name:  | test   | We recommend that you test your account to ensure that      |
| Email Address:  | xyz@iitgn.ac.in                                | the entries are correct.                                    |
| Server Information<br>Account Type:                       | IMAP 👻   | Test Account Settings                                       |
| Incoming mail server:                                     | imap.gmail.com                                 | Automatically test account settings when Next<br>is clicked |
| Outgoing mail server (SMTP):                              | smtp.gmail.com                                 |   |
| Logon Information   | 1  |   |
| User Name:  | xyz@iitgn.ac.in                                |   |
| Password:   | ****   | Mail to keep offline: All                                   |
| Require logon using Secur<br>(SPA)                        | emember password<br>re Password Authentication | More Settings   |

## Click on Close.

| ngratulations! All tests completed successfully<br>ntinue.           | . Click Close to       | Stop |
|--|------------------------|------|
| asks Errors  |                        |      |
| Tasks  | Status                 |      |
| ✓ Log onto incoming mail server (IMAP)<br>✓ Send test e-mail message | Completed<br>Completed |      |
|  | Surger ( Statement)    |      |

### Click on Finish.

| Add Account   | 8                   |
|---|---------------------|
|   |                     |
| You're all set!   |                     |
| We have all the information we need to set up your account. |                     |
|   |                     |
|   |                     |
|   |                     |
|   |                     |
|   |                     |
|   |                     |
|   | Add another account |
|   | Add another account |
|   |                     |
|   | ark Finish          |