

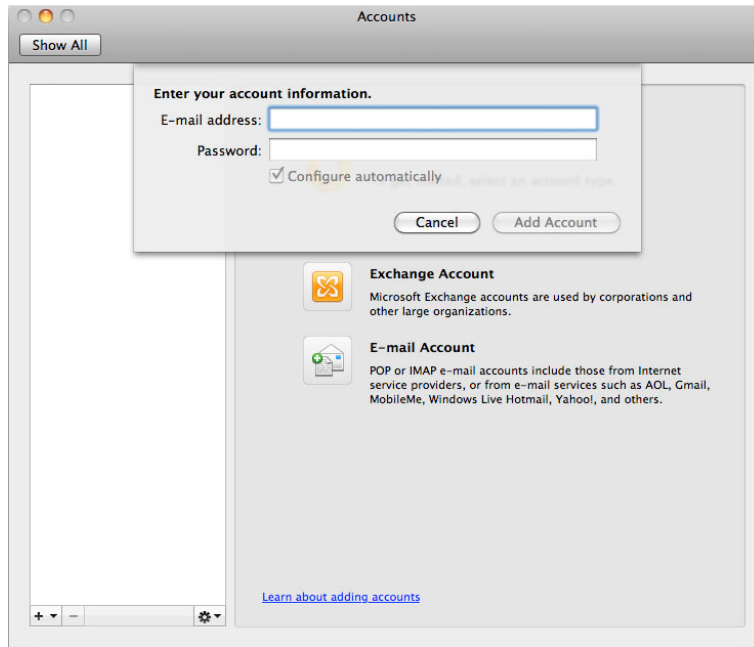
Configuring Gmail (IMAP) for Outlook 2011

The following are the instructions to set up IMAP access in Outlook 2011.

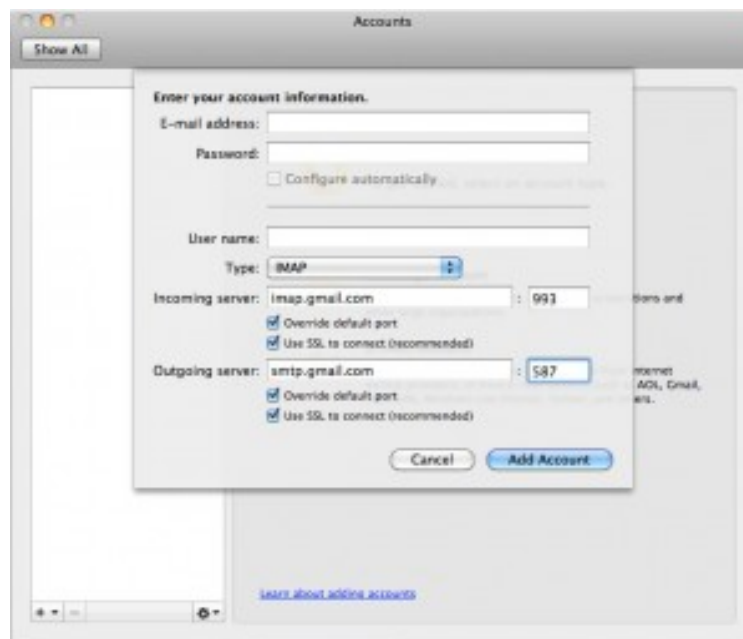
1. Open Outlook 2011.
2. Click Tools, Accounts.
3. Remove existing Exchange account.
4. On the Accounts window, choose E-mail Account.



5. Enter your email address (username@union.edu) and password in the Account Information dialog box.



6. Once you have entered your Email address the options window will expand.



- For the Account Type, select IMAP.
- In the 'User Name' field, give your full Gmail address, including @union.edu
- Incoming Server – **imap.gmail.com**, check Override default port and **Use SSL to connect (recommended)** and change port to **993**
- Outgoing Server – **smtp.gmail.com**, check Override default port and **Use SSL to connect (recommended)** and change port to **587**
- After creating these settings, click **Add Account** .

7. Click on “More Options”

Settings for: smtp.gmail.com

Authentication:

User name:

Password:

Unqualified domain:

[Learn about IMAP settings](#)

8. Change Authentication to User Name and Password.

9. Enter your [userid@union.edu](#) and password.

10. Leave the Unqualified Domain blank and select OK.