Configuring Outlook 2007 for Windows XP

This document assumes that you already have Outlook 2007 installed on your computer and you are ready to configure Outlook.

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Enabling Gmail for IMAP

Before Thunderbird can be configured, IMAP must be enabled in Gmail. To enable IMAP, follow the instructions below.

1) Go to gmail.com
2) Enter your Username (full email address) and Password then click Sign in
3) Click the gear icon in the top right of the Gmail page.
4) Select Mail settings
5) Select the Forwarding and POP/IMAP tab.
6) Select Enable IMAP
7) Click Save Changes
8) Select the **Labels** tab.
9) Next to the **All Mail** label, uncheck *show in IMAP*. This will stop duplicate emails from appearing when using the search function in Thunderbird.
Configuring a New Email Account from Install
(This section is for users using Outlook 2007 for the first time. Otherwise see Adding an Additional Email Account)

1) Upon launch, a popup window appears.
2) Click Next>

The next window will ask you if you want to configure an email account. Select Yes and click Next>
4) A pop up window appears.
5) Check the box *Manually configure server settings or additional server types*
6) Click *Next*
7) A pop up window appears.
8) Select **Internet E-mail**
9) Click **Next**>
10) An **Add New E-mail Account** window opens.

11) Enter **Your Name**: This is the name that will be displayed to people when you send messages to them.

12) Enter your **E-mail Address**: Select your **Account Type**: You can select **IMAP** (recommended) or **POP3**. IMAP is a mirror image of your Webmail account online. POP downloads a copy of your e-mail messages from the server and saves it to your computer.

13) Enter your **Incoming mail server**: `imap.gmail.com`

14) Enter your **Outgoing mail server (SMTP)**: `smtp.gmail.com`

15) Enter your **User Name**: Use your full email address for this field.

16) Enter your **Password**: SDSU strongly recommends that you NOT save your password for security reasons.

17) Uncheck **Remember password**
18) Click **More Settings**…
19) A pop up window appears.
20) Select the **Outgoing Server** tab.

21) Check **My outgoing server (SMTP) requires authentication**

22) Check **Use same settings as my incoming mail server**
23) Select the Advanced tab.
24) Change the Incoming Server (IMAP): to 993
25) Change the Use the following type of encrypted connection: to SSL
26) Change Outgoing server (SMTP): to 587
27) Change the Use the following type of encrypted connection: to TLS
28) Click OK
A pop up window appears.
30) Click **Test Account Settings**…
31) A pop up window appears.
32) This test will send a test email to your account.

33) Click **Close**
34) Click **Next**>
35) Click **Finish**
Configuring Access to the LDAP Directory

1) **Tools > Account Settings**…
2) A pop up window appears.

Congratulations!

You have successfully entered all the information required to setup your account.

To close the wizard, click Finish.
3) Select the **Address Books** tab.
4) Click **New…**
5) A pop up window appears.
6) Select **Internet Directory Service (LDAP)**
7) Click **Next**
8) In the next window in the **Server Name:** field type in *phonebook.sdsu.edu*

9) Leave **This server requires me to log on** unchecked.

10) Click **More Settings**…
11) You will get a dialog box that reads, *The E-mail Account you have just added will not start until you choose Exit from the File menu, and then restart Microsoft Office Outlook.* Click **OK**

12) A pop up window appears.

13) Under the **Connection** tab in the **Display Name** field type **phonebook.sdsu.edu**.

14) Under Connection Details in the **Port** field type **389**.
15) Click the **Search** tab.
16) Under Search Options in the **Search base** field type `dc=phonebook,dc=sdsu,dc=edu`
   Click **Apply**
17) Click **OK**
18) A pop up window appears.

19) In the Email Accounts window click Next>
20) Click Finish
21) Click Close

How to Search Using the LDAP Directory

1) Click the Address Book icon in the Outlook window.
2) A pop up window appears.
3) In the Search: field, enter the name to lookup. Under Address Book select phonebook.sdsu.edu
4) Click on the Go button at the top of the window.
5) The results of your search will appear in the Address Book window.

**Importing Email and Addresses**

Follow these instructions to import the email and addresses you have in your email client to be imported into Outlook 2007.

1) Click on *File > Import and Export*…
2) A pop up window appears.
3) Select *Import Internet Mail and Addresses*
4) Click *Next*>
5) Select the client you are migrating from under **select the Internet Mail application to Import from:**

6) Check **Import Mail**

7) Check **Import Address Book**

8) Click **Next**>

9) Select **Replace duplicates with Items imported** in the Import Addresses window.
10) Click on *Finish*

![Import Addresses dialog box]

Addresses will be imported into your Outlook Contact Folder.

- Options:
  - Replace duplicates with items imported
  - Allow duplicates to be created
  - Do not import duplicate items

- Buttons: < Back, Finish, Cancel

11) A pop up window appears.
12) Click *OK*

![Import Summary dialog box]

Import:
- 2 of 2 messages imported.
- 0 of 0 addresses imported.
- 0 of 0 distribution lists imported.

- Buttons: Save in Inbox, OK
Adding an Additional Email Account

1) Select **Tools > Account Settings…**
2) Under **E-mail**, select: **New…**
3) Verify that **Microsoft Exchange, POP3, IMAP, or HTTP** is checked
4) Click **Next >**

A pop up window appears.

6) Check the box in the bottom right hand corner that reads **Manually configure server settings or additional server types**

7) Click **Next >**
8) A pop up window appears.
9) Select *Internet E-mail*
10) Click *Next*>
11) An Add New Email Account window opens.
12) Enter Your Name: This is the name that will be displayed to people when you send messages to them.
13) Enter your secondary E-mail Address:
14) Select your Account Type: Enter your E-mail Address: Select your Account Type: You can select IMAP (recommended) or POP3. IMAP is a mirror image of your Webmail account online. POP downloads a copy of your e-mail messages from the server and saves it to your computer.
15) Enter secondary Incoming mail server: (e.g. rohan.sdsu.edu, yahoo.com, hotmail.com)
16) Enter secondary Outgoing mail server (SMTP): (e.g. rohan.sdsu.edu, yahoo.com, hotmail.com)
17) Enter your secondary User Name:
18) Enter your Password: SDSU strongly recommends that you NOT save your password for security reasons.
19) Click More Settings…
20) A pop up window appears.
21) Select the Outgoing Server tab.
22) Check My outgoing server (SMTP) requires authentication
23) Check Use same settings as my incoming mail server
24) Select the Advanced tab.
25) Check This server requires an encrypted connection (SSL)
26) The Incoming server (POP3): should be 993
27) Select Use the following type of encrypted connection: (TLS)
28) Change Outgoing server (SMTP): to 587
29) Click OK
30) Click **Test Account Settings**…
31) A pop up window appears.
32) This test will send a test email to your account.
33) Click **OK**
34) Click **Close**

35) Click **Next**
36) Click Finish
37) Click Close

Contact Info

If you are having problems please call the ETS Help Desk at (619) 594-5261 or email us at etshelpdesk@mail.sdsu.edu

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