This document assumes that you already have Outlook 2016 installed on your computer and you are ready to configure Outlook with Google Mail.

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

1) Go to gmail.com.
2) You may or may not see the following image. If you do, click Sign in near the top right of the page. If you do not, proceed to the next step.
3) Enter your Email, Password, and then click Sign in.
4) Click the gear icon in the top right of the Gmail page.
5) Select *Settings.*
6) Select the **Forwarding and POP/IMAP** tab.
7) Select **Enable IMAP**.
8) Click **Save Changes**.
9) Select the **Labels** tab.

10) Next to the **All Mail** label, uncheck **show in IMAP**. This will stop duplicate emails from appearing when using the search function in Outlook.

11) Close Settings.
Enabling Less Secure Apps for Gmail

1) From the **Settings** screen, select the **Accounts** tab.

2) Select **Google Account Settings** within the **Change account settings**: field.
3) A new tab will open with the following window.

4) Under the **Sign-in & security** heading, on the left hand side, select **Connected apps & sites**.
5) The following window appears. On the bottom right hand side, toggle *Allow less secure apps* to **ON**.
Configuring a New Email Account in Outlook

1) When you first start Outlook, the *Accounts* window will appear.

![Add an Account Window](image)

2) Select *Other Email*.
3) The following screen appears.

4) Enter your *E-mail address*:

5) Enter your *Password*:
6) The form will now expand.

7) Enter your full email address as the **User name**.
8) Change the **Type** to **IMAP**.
9) Enter your **Incoming server: imap.gmail.com**.
10) Check **Use SSL to connect** (recommended).
11) Enter your **Outgoing server: smtp.gmail.com**.
12) Check **Override default port**.
13) Check **Use SSL to connect** (recommended).
14) Change the port to **587**.
15) Click **Add Account**.
16) The following screen will appear.

17) Close the *Accounts* page by clicking the red button at the top left corner.
18) Send yourself a test message. To do this, click the *New E-Mail* located in the top left of the screen.
19) Type your email address in the *To:* field.
20) Type Test in the body and subject of the message and then click *Send.*

21) Click *Send/Receive* to receive your email.
22) If you received your test message, you have successfully set up your account.
Configuring Access to the LDAP Directory in Outlook

1) Click *Tools >Accounts…*

2) A pop up window appears.

3) Click on the plus symbol in the bottom left of the screen and click on *Directory Service…*
4) In the **LDAP server**: field type in *phonebook.sdsu.edu*.  
5) Leave *Override default port* unchecked.  
6) Uncheck *Use SSL to Connect (recommended)*.  

7) Click *Add Account*. 
8) In the **Accounts** window, select the new *Sdsu 1* account on the left hand side.
9) Enter the **Account Description** as *SDSU Phonebook*.

10) Click on *Advanced*...
11) In the *Search base:* field type `dc=phonebook,dc=sdus,dc=edu`.
12) Click *OK*.

13) Close the *Accounts* page by clicking the red button at the top left corner.
How to Search Using the LDAP Directory

1) From the main menu click the *Address Book* button.
2) In the search field, enter a name to lookup. In the directory drop down menu, select the *SDSU Phonebook Directory*.
Adding an Additional Email Account

This is an example for rohan.sdsu.edu.

1) Click **Tools > Accounts….**
2) A pop up window appears.

3) Click on the plus symbol in the bottom left of the screen and click on **Other E-mail…**
4) The following screen appears.

5) Enter your Secondary **E-mail address:**
6) Enter your **Password:**
7) The form will now expand.
8) Enter your secondary **User name**.
9) Change the **Type** to **IMAP** (recommended). IMAP is a mirror image of your Webmail account online. POP downloads a copy of your email messages from the server and saves it to your computer.
10) Enter secondary **Incoming server**: (e.g. rohan.sdsu.edu, yahoo.com, hotmail.com).
11) Check **Override default port**.
12) Check **Use SSL to connect** (recommended).
13) Change the port 993.
14) Enter secondary **Outgoing server**: (e.g. rohan.sdsu.edu, yahoo.com, hotmail.com).
15) Check **Override default port**.
16) Check **Use SSL to connect** (recommended).
17) Change the port to **587**.
18) Click **Add Account**.
19) The following screen appears.

![Accounts Screen]

20) Enter your **Full name**: This is the name that will be displayed to people when you send messages to them.
21) Close the Accounts page by clicking the red button at the top left corner.

22) Send yourself a test message. To do this, click the New E-Mail located in the top left corner of the screen.

23) In the From: drop-down you can choose which email account to use (e.g. your secondary email account).

24) Type your email address in the To: field.

25) Type Test in the body and subject of the message and then click Send.

26) Click Send/Receive to receive your email.

27) If you received your test message, you have successfully set up your account.
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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