Configuring Outlook 2010 for Windows

This document assumes that you already have Outlook 2010 installed on your computer and you are ready to configure Outlook.

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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.
Configuring a New Email Account

1) When you first start Outlook, a window will appear.
2) Select **Manually configure server settings or additional server types**
3) Click **Next >**
4) The following screen appears.

5) Select **Internet E-mail**
6) Click **Next >**
7) The *Add New Account* window opens.
8) Enter **Your Name**: This is the name that will be displayed to people when you send messages to them.
9) Enter your **E-mail Address**:
10) Change **Account Type**: to IMAP
11) Enter your **Incoming mail server**: imap.gmail.com
12) Enter your **Outgoing mail server (SMTP)**: smtp.gmail.com
13) Enter your full email address as the **User Name**:
14) Uncheck **Remember password** (ETS Help Desk strongly recommends that you NOT save your password for security reasons)
15) Make sure that the checkbox for **Test Account Settings by clicking the Next button** is checked.
16) Click **More Settings…**
17) The following window appears.
18) Select the **Outgoing Server** tab.
19) Check **My outgoing server (SMTP) requires authentication**
20) Select **Use same settings as my incoming mail server**
21) Select the Advanced tab.
22) Change the Use the following type of encrypted connection: to SSL
23) Change the Incoming server (IMAP): to 993
24) Change the Use the following type of encrypted connection: to TLS
25) Change the Outgoing server (SMTP): to 587

26) Click OK
27) Click Next >
28) The following window appears.

![Test Account Settings](image)

29) This test will send a test email to your account. If prompted, please enter your password.
30) Click **Close**
31) Click **Next >**
32) Click **Finish**
Configuring Access to the LDAP Directory

1) Click the **File** tab.
2) Click **Account Settings**. A drop down window appears. Click **Account Settings…**

3) A pop up window appears.
4) Select the **Address Books** tab.

5) Click **New**…
6) Select **Internet Directory Service (LDAP)**

7) Click **Next >**
8) 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, **You must restart Outlook for these changes to take effect.** Click *OK*
12) Under the **Connection** tab in the **Display Name** field type **SDSU Phonebook**
13) Under Connection Details in the **Port** field type **389**

14) Click the **Search** tab.
15) Under the Search Base section, select Custom: and type 
dc=phonebook,dc=sdsu,dc=edu
16) Click OK

17) Click Next >
18) Click Finish
19) Click Close
How to Search Using the LDAP Directory

1) Restart Outlook if you haven’t done so. Click the **Home** tab.
2) Click **Address Book** icon.
3) A pop up window appears.
4) Select **SDSU Phonebook** from the drop down list under the **Address Book**
5) In the **Search:** field, enter the name to lookup.
6) Click on the **Go** button at the top of the window.

7) The results of your search will appear in the **Address Book** window.
Adding an Additional Email Account

This is an example for rohan.sdsu.edu

1) Click on File tab. This will bring you to a new window.
2) Click the Add Account button.
3) Select Manually configure server settings or additional server types
4) Click Next >
5) Select **Internet E-mail**

![Choose Service Window]

6) Click **Next >**
7) Enter **Your Name**: This is the name that will be displayed to people when you send messages to them.

8) Enter your secondary **E-mail Address**:

9) 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 email messages from the server and saves it to your computer.

10) Enter secondary **Incoming mail server**: (e.g. rohan.sdsu.edu, yahoo.com, hotmail.com, imap.gmail.com, pop.gmail.com)

11) Enter secondary **Outgoing mail server (SMTP)**: (e.g. smtp.gmail.com, rohan.sdsu.edu, yahoo.com, hotmail.com)

12) Enter your secondary **User Name**:

13) Enter your **Password**: ETS Help Desk strongly recommends that you NOT save your password for security reasons.

14) Uncheck **Remember password**

15) Make sure that the checkbox for **Test Account Settings by clicking the Next button** is checked.

16) Click **More Settings**…

This is an example for rohan.sdsu.edu
22) Select the *Outgoing Server* tab.
23) Check *My outgoing server (SMTP) requires authentication*
24) Select *Use same settings as my incoming mail server*

![Internet E-mail Settings](image)

25) Select the *Advanced* tab.
26) Change the **Use the following type of encrypted connection:** to **SSL**
27) Change the **Incoming server (IMAP):** to **993**
28) Change the **Use the following type of encrypted connection:** to **SSL**
29) Change the **Outgoing server (SMTP):** to **465**

30) Click **OK**
31) Click **Next >**
32) A pop up window appears.
33) This test will send a test email to your account. If prompted, please enter your password.

34) Click **Close**
35) Click **Next >**
36) Click **Finish**
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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