Configuring Outlook 2011 for Mac with Google Mail

This document assumes that you already have Outlook 2011 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.

**Configuring a New Email Account**

1) When you first start Outlook, the **Accounts** window will appear.
2) Select *E-mail Account*
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 appears.

17) Enter your Full name: This is the name that will be displayed to people when you send messages to them.
18) Click *More Options*…
19) Change the *Authentication*: drop down menu to *Use Incoming Server Info*

20) Click *OK*

21) Close the *Accounts* page by clicking the red button near the top left.
22) Send yourself a test message. To do this, click the E-Mail

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

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

25) Click Send/Receive to receive your email.

26) If you received your test message, you have successfully set up your account.
Configuring Access to the LDAP Directory

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=sdsu,dc=edu`

12) Click *OK*
How to Search Using the LDAP Directory

1) From the main menu click the Contacts Search button.
2) In the search field, enter a name to lookup. In the directory drop down menu, select the SDSU Phonebook Directory.
Importing Email and Addresses

1) Click File > Import…
2) A pop up window appears.
3) If you were previously using Entourage then select *Entourage information from an archive or earlier version* and click the arrow to advance.
4) Select which version of Entourage you were using and click the arrow to advance.
5) Uncheck *Accounts* and then click the arrow to advance.
6) Select which identity you would like to import and then click the arrow to advance.
7) Outlook should now import your data.
8) Click *Finish* when the import is complete.
Adding an Additional Email Account

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 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

This is an example for rohan.sdsu.edu:
19) The following screen appears.

20) Enter your **Full name:** This is the name that will be displayed to people when you send messages to them.
21) Click **More Options…**
22) Change the **Authentication**: drop down menus to **Use Incoming Server Info**

![Image of server info dropdown]

23) Click **OK**

This is an example for rohan.sdsu.edu

![Image of email settings]

24) Close the **Accounts** page by clicking the red button near the top left.

25) Send yourself a test message. To do this, click the **E-Mail**

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

![Image of email accounts]

27) Type your email address in the **To**: field.
28) Type Test in the body and subject of the message and then click **Send**

29) Click **Send/Receive** to receive your email.
30) 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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