Configuring Outlook 2013 for Windows

This document assumes that you already have Outlook 2013 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 Manual setup or additional server types
3) Click Next >

4) Select POP or IMAP (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)
5) Click Next >
6) The Add Account window opens.
7) Enter Your Name: This is the name that will be displayed to people when you send messages to them.
8) Enter your Email 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 your Incoming mail server: imap.gmail.com
11) Enter your Outgoing mail server (SMTP): smtp.gmail.com
12) Enter your User Name: this is your entire email address (i.e. john.doe@mail.sdsu.edu).
13) Uncheck Remember password (ETS Help Desk strongly recommends that you NOT save your password for security reasons)
Microsoft introduced a new feature in Outlook 2013 that allows you to limit the mailbox history that can be saved in the offline cache. This is done via “Mail to keep offline” slider on the right hand side, which enables you to limit the number of emails you wish to keep offline.

15) Click **More Settings**…

16) A pop up window appears.

17) Select the **Outgoing Server** tab.
18) Check **My outgoing server (SMTP) requires authentication**
19) Select **Use same settings as my incoming mail server**
20) Select the **Advanced** tab.
21) Change the **Use the following type of encrypted connection:** to **SSL**

22) Change the **Incoming server (IMAP):** to **993**

23) Change the **Use the following type of encrypted connection:** to **TLS**

24) Change the **Outgoing server (SMTP):** to **587**

25) Click **OK**

26) Click **Next >**

27) A pop up window appears.

28) This test will send a test email to your account. If prompted, please enter your password.
29) Click **Close**
30) Click **Next**
31) 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) A pop up window appears.
7) Select *Internet Directory Service (LDAP)*
8) Click *Next*>
9) In the next window in the **Server Name**: field type in `phonebook.sdsu.edu`.
10) Leave **This server requires me to log on** unchecked.
11) Click **More Settings**…
12) You will get a dialog box that reads, *You must restart Outlook for these changes to take effect.* Click **OK**

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, select **Custom**: and type `dc=phonebook,dc=sdsu,dc=edu`
17) Click **OK**
18) Click **Next>**
19) Click **Finish**
20) 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 **phonebook.sdsu.edu** 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.

![Address Book window](image)

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) A pop up window appears.
4) Select Manual setup or additional server types
5) Click Next>

6) Select POP or IMAP (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.)
7) Click Next >
8) The **Add Account** window opens
9) Enter **Your Name:** This is the name that will be displayed to people when you send messages to them.

10) Enter your **Email Address:**
11) 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.

12) Enter your secondary **Email Address:** enter your entire email address.
13) Enter secondary **Incoming mail server:** (e.g. rohan.sdsu.edu, yahoo.com, hotmail.com, imap.gmail.com, pop.gmail.com)
14) Enter secondary **Outgoing mail server:** (e.g. smtp.gmail.com, rohan.sdsu.edu, yahoo.com, hotmail.com)

15) Enter your secondary **User Name:**
16) Uncheck **Remember password** (ETS Help Desk strongly recommends that you NOT save your password for security reasons)
This is an example for rohan.sdsu.edu

22) Click More Settings…
23) A pop up window appears
24) Select the **Outgoing Server** tab.
25) Check **My outgoing server (SMTP) requires authentication**
26) Select **Use same settings as my incoming mail server**
27) Select the **Advanced** tab.
28) Change the *Use the following type of encrypted connection:* to **SSL**
29) Change the **Incoming sever (IMAP):** to **993**
30) Change the *Use the following type of encrypted connection:* to **TLS**
31) Change the **Outgoing server (SMTP):** to **587**
32) Click **OK**
33) Click **Next >**
34) A pop up window appears.
32) This test will send a test email to your account. If prompted, please enter your password.
35) Click Close
36) Click Next>
37) 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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