Configuring Outlook 2016 for Windows

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

Table of Contents

Configuring Outlook 2016 for Windows ................................................................. 1
Table of Contents ...................................................................................................... 1
Enabling Gmail for IMAP ......................................................................................... 2
Enabling Less Secure Apps ...................................................................................... 7
Configuring a New Email Account ......................................................................... 10
Configuring Access to the LDAP Directory .......................................................... 18
How to Search Using the LDAP Directory ............................................................. 24
Adding an Additional Email Account ................................................................. 25
Contact Info .......................................................................................................... 31
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 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.
Enabling Less Secure Apps

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** by clicking the slider to the right.

6) Close the current tab and click **Inbox** to return to your email.
**Configuring a New Email Account**

1) When you first start Outlook, a window will appear. If you are on Windows 10, you may see the next 2 screens. If not, skip to step 5.

2) Click *Next >*. 
3) Select **Yes**.
4) Click **Next**.
5) Select *Manual setup or additional server types.*
6) Click *Next >.*
7) Select **POP or IMAP**.
8) Click **Next >**.
9) The **Add Account** window opens.
10) Enter **Your Name**: This is the name that will be displayed to people when you send messages to them.
11) Enter your **Email Address**.
12) Under **Account Type**: Select **IMAP**.
13) Enter your **Incoming mail server**: imap.gmail.com
14) Enter your **Outgoing mail server (SMTP)**: smtp.gmail.com
15) Enter your **User Name**: this is your entire email address (i.e. john.doe@mail.sdsu.edu).
16) Uncheck **Remember password** (ETS Help Desk strongly recommends that you NOT save your password for security reasons).

17) 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.
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) Select **Use same settings as my incoming mail server**.
23) Select the **Advanced** tab.
24) Change the **Incoming server (IMAP)**: to 993.
25) From the pull down menu, change the **Use the following type of encrypted connection**: to **SSL**.
26) Change the **Outgoing server (SMTP)**: to 587.
27) From the pull down menu, change the **Use the following type of encrypted connection**: to **TLS**.
28) Click **OK**.
29) Click **Next >**.
30) A pop up window appears.
31) This test will send a test email to your account. If prompted, please enter your password.

32) Click Close.
33) Click Next >.
34) 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.

![Image of Account Information window]
4) Select the *Address Books* tab.

5) Click the **New** icon the upper left.
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) 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 the 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.

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 (can be gmail, hotmail, etc…).

1) Click the **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*.
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) Under **Account Type**: Select **IMAP**.
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).
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).

22) Click **More Settings**…
23) A pop up window appears.

![Internet E-mail Settings window](image)

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.

![Internet E-mail Settings dialog box](image)

28) Change the **Incoming sever (IMAP)**: to **993**.
29) From the pull down menu, change the **Use the following type of encrypted connection**: to **SSL**.
30) Change the **Outgoing server (SMTP)**: to **587**.
31) From the pull down menu, change the **Use the following type of encrypted connection**: to **TLS**.
32) Click **OK**.
33) Click **Next >**.
34) A pop up window appears.
35) This test will send a test email to your account. If prompted, please enter your password.

36) Click *Close*. 
37) Click Next >.
38) 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.