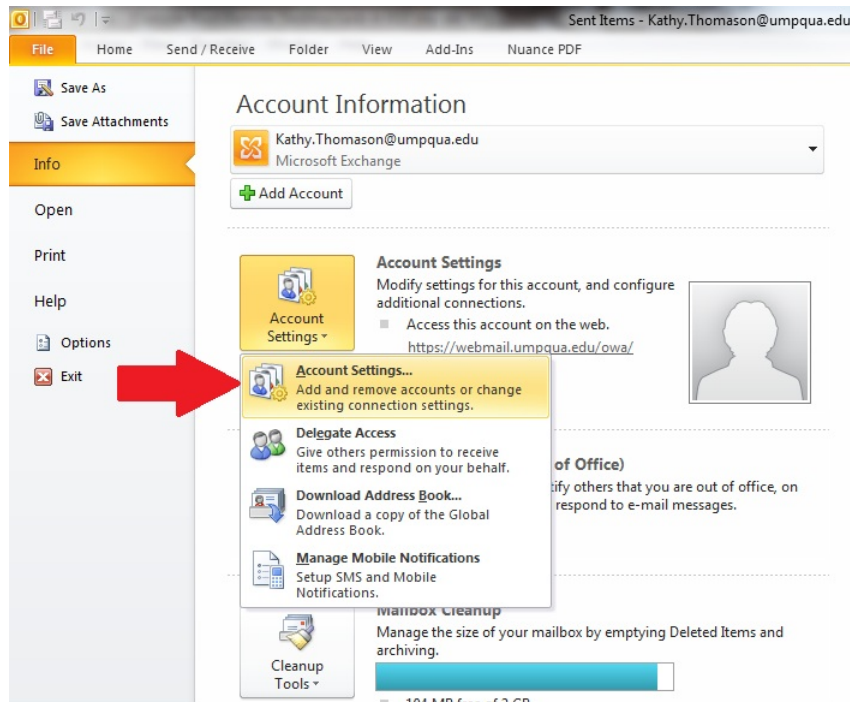
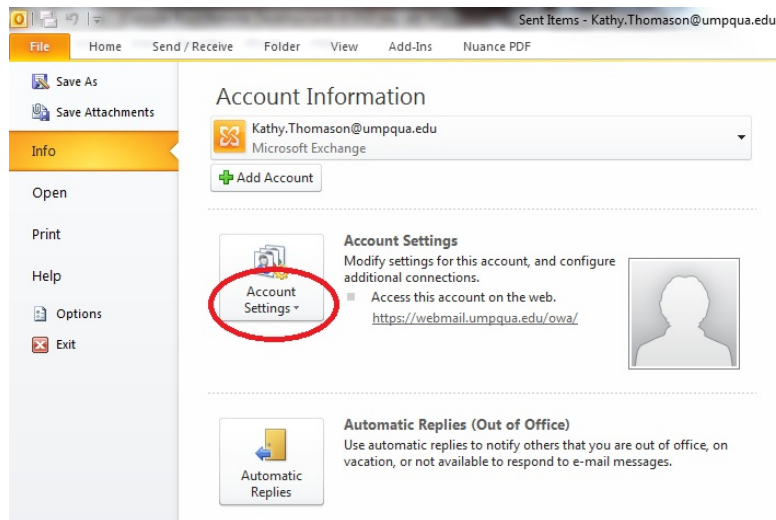
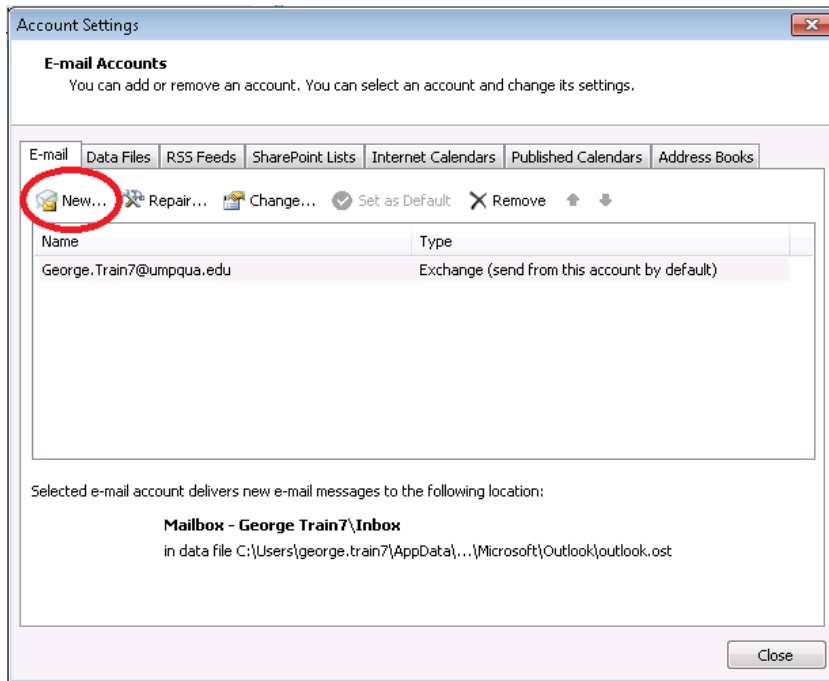


Adding Google Apps Email Account to Outlook 2010

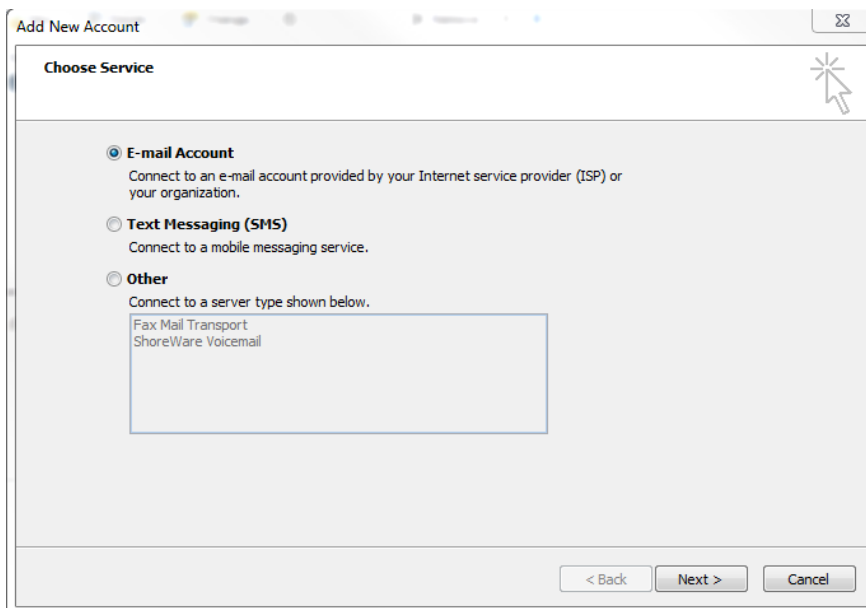
1. Open Outlook.
2. From the File menu, choose Account Settings...



3. Click New.



4. Make sure "E-mail Account" is selected. Click Next.



5. Enter your display name, Google Apps 8000# email address (including '@student.umpqua.edu'), and your gapps password.

6. Select the 'Manually configure server settings or additional server types' checkbox and click Next.

The screenshot shows the 'Add New E-mail Account' dialog box with the 'Auto Account Setup' tab selected. The fields are filled with the following information:

- Your Name: George Train7 (Example: Barbara Sankovic)
- E-mail Address: 121212121@student.umpqua.edu (Example: barbara@contoso.com)
- Password: *****
- Retype Password: ***** (Type the password your Internet service provider has given you.)

The checkbox 'Manually configure server settings or additional server types' is checked. At the bottom, there are buttons for '< Back', 'Next >', and 'Cancel'.

7. Select Internet E-mail. Click Next.

The screenshot shows the 'Add New E-mail Account' dialog box with the 'Choose E-mail Service' tab selected. The options are:

- Internet E-mail**
Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.
- Microsoft Exchange**
Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.
- Other**
Connect to a server type shown below.
Fax Mail Transport
Outlook Mobile Service (Text Messaging)

At the bottom, there are buttons for '< Back', 'Next >', and 'Cancel'.

8. Settings: name, full Google Apps email address (including '800xxxxxx@student.umpqua.edu')
 - a. In the Account Type dropdown menu, select IMAP; enter the incoming and outgoing server names as shown below.
 - b. In the 'User Name' field, give your full gapps email address, including '@student.umpqua.edu.' Also enter your gapps email password.
 - c. Then click the More Settings... button

Add New E-mail Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information
Your Name: George Train7
E-mail Address: 121212121@student.umpqua.edu

Server Information
Account Type: IMAP
Incoming mail server: imap.gmail.com
Outgoing mail server (SMTP): smtp.gmail.com

Logon Information
User Name: :12121@student.umpqua.edu
Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Test Account Settings ...

More Settings ...

< Back Next > Cancel

9. Click the **Advanced** tab.

10. Incoming server must be 993, and must use SSL encryption.

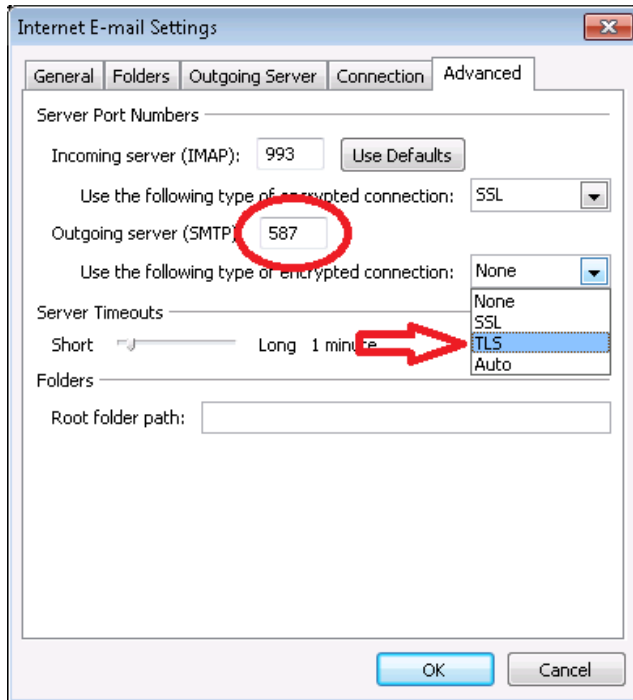
Internet E-mail Settings

General Folders Outgoing Server Connection **Advanced**

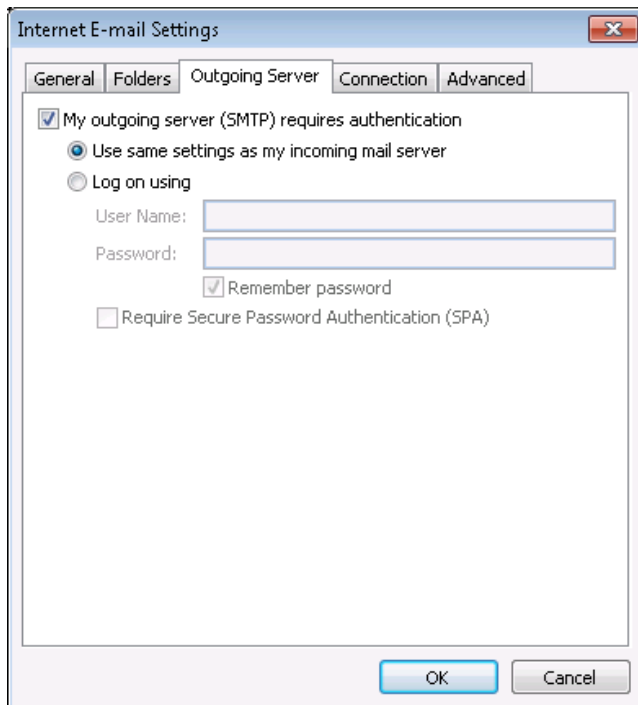
Server Port Numbers
Incoming server (IMAP): 993 Use Defaults
Use the following type of encrypted connection: None
Outgoing server (SMTP): 25
Use the following type of encrypted connection: SSL
Server Timeouts
Short Long 1 minute
Folders
Root folder path:

OK Cancel

11. For Outgoing server select TLS encryption then change the port number from 25 to 587.



12. Click the **Outgoing Server** tab. Make sure that 'My outgoing server (SMTP) requires authentication' is selected. The radio button 'Use same settings as my incoming mail server' should also be selected.



13. Click **OK** > **Next** > **Finish** > **Close**