

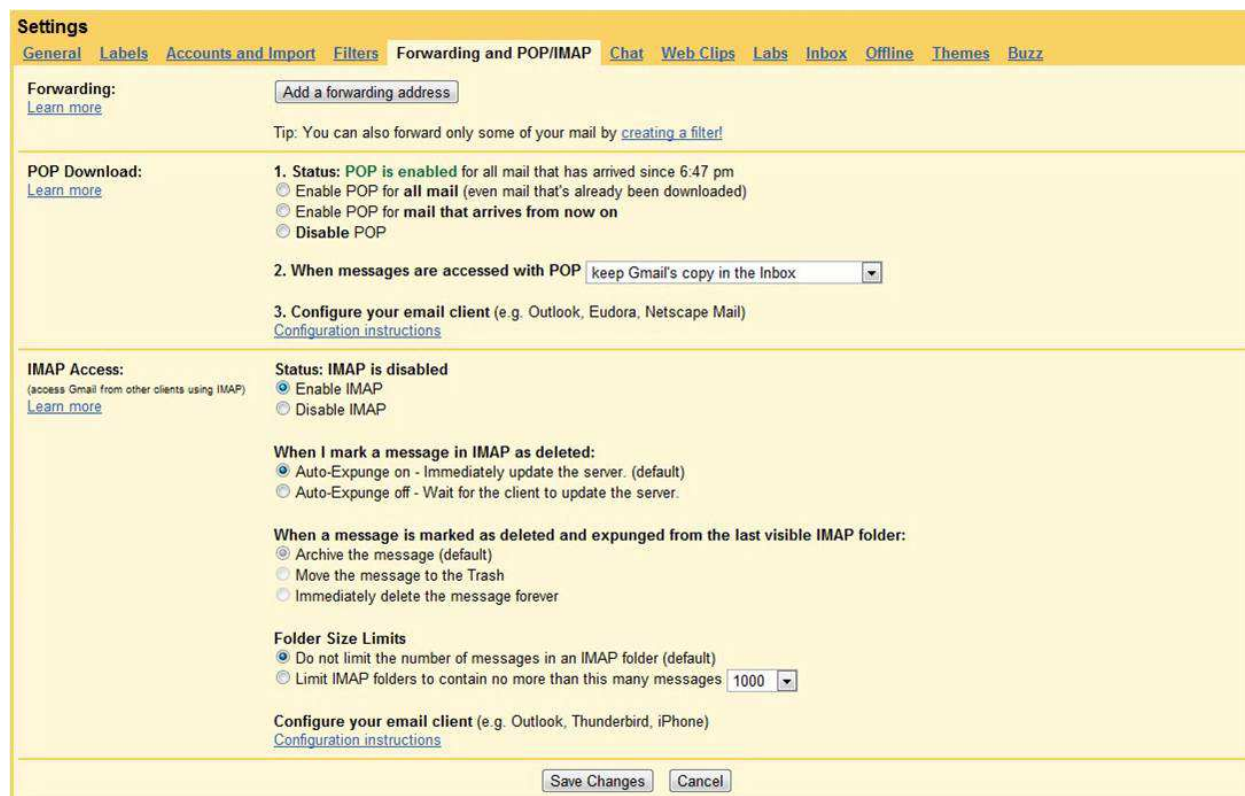
Gmail Outlook 2010

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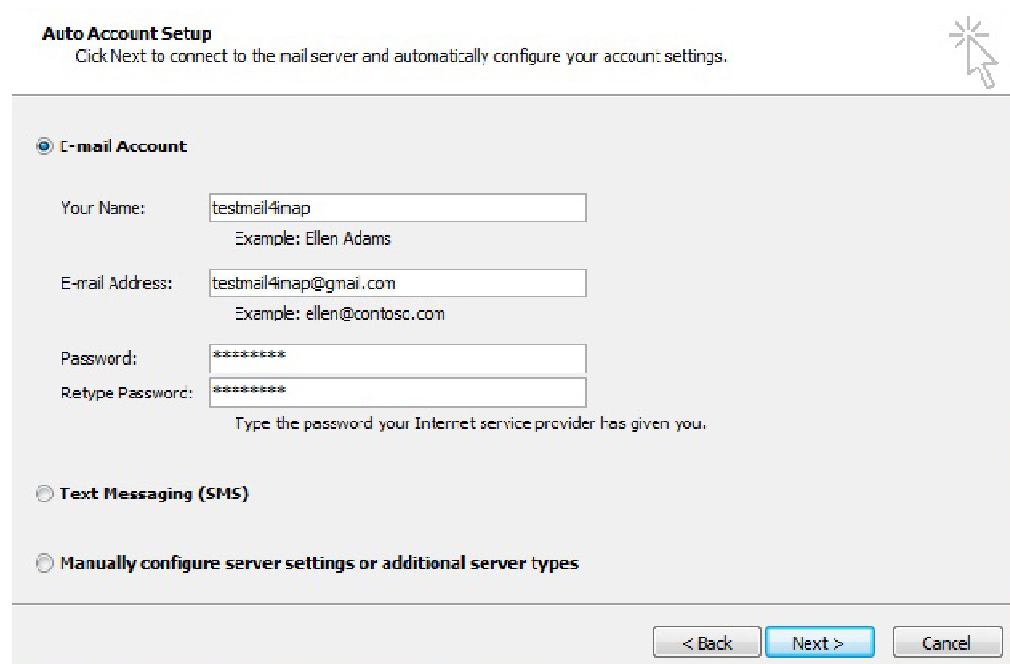
Add Your Gmail Account to Outlook 2010 Using IMAP

First log into your Gmail account and open the Settings panel. Click on the *Forwarding and POP/IMAP* tab and verify IMAP is enabled and save changes.



The screenshot shows the Gmail Settings page for the 'Forwarding and POP/IMAP' tab. The 'Forwarding' section has an 'Add a forwarding address' button and a tip about creating a filter. The 'POP Download' section has three numbered steps: 1. Status: POP is enabled for all mail that has arrived since 6:47 pm, with radio buttons for 'Enable POP for all mail', 'Enable POP for mail that arrives from now on', and 'Disable POP'. 2. When messages are accessed with POP: a dropdown menu set to 'keep Gmail's copy in the Inbox'. 3. Configure your email client (e.g. Outlook, Eudora, Netscape Mail) with a link to 'Configuration instructions'. The 'IMAP Access' section has a status of 'IMAP is disabled' and radio buttons for 'Enable IMAP' and 'Disable IMAP'. It also includes options for 'When I mark a message in IMAP as deleted:' (Auto-Expunge on - Immediately update the server, default; Auto-Expunge off - Wait for the client to update the server) and 'When a message is marked as deleted and expunged from the last visible IMAP folder:' (Archive the message, default; Move the message to the Trash; Immediately delete the message forever). There are also 'Folder Size Limits' (Do not limit the number of messages in an IMAP folder, default; Limit IMAP folders to contain no more than this many messages: 1000) and a link to 'Configure your email client (e.g. Outlook, Thunderbird, iPhone) Configuration instructions'. At the bottom are 'Save Changes' and 'Cancel' buttons.

Next open Outlook 2010, click on the next and go to the Add new account window. Enter in your name, email address, and password twice then click Next.



The screenshot shows the 'Auto Account Setup' dialog box in Outlook 2010. It has a title bar with a help icon. Below the title bar is the text 'Auto Account Setup' and 'Click Next to connect to the mailserver and automatically configure your account settings.' The dialog has three radio button options: 'C-mail Account' (selected), 'Text Messaging (SMS)', and 'Manually configure server settings or additional server types'. The 'C-mail Account' section has four text input fields: 'Your Name:' (testmail4imap, Example: Ellen Adams), 'E-mail Address:' (testmail4imap@gmail.com, Example: ellen@contosc.com), 'Password:' (masked with asterisks), and 'Retype Password:' (masked with asterisks). Below the password fields is the text 'Type the password your Internet service provider has given you.' At the bottom are three buttons: '< Back', 'Next >', and 'Cancel'.

Outlook will configure the email server settings, the amount of time it takes will vary.



Configuring

Configuring e-mail server settings. This might take several minutes:

- ✓ Establish network connection
- ✓ Search for testmail4imap@gmail.com server settings
- ➔ **Log on to server and send a test e-mail message**

[< Back](#) [Next >](#) [Cancel](#)

Provided everything goes correctly, the configuration will be successful and you can begin using your account.



Configuring

Configuring e-mail server settings. This might take several minutes:

- ✓ Establish network connection
- ✓ Search for testmail4imap@gmail.com server settings
- ✓ Log on to server and send a test e-mail message

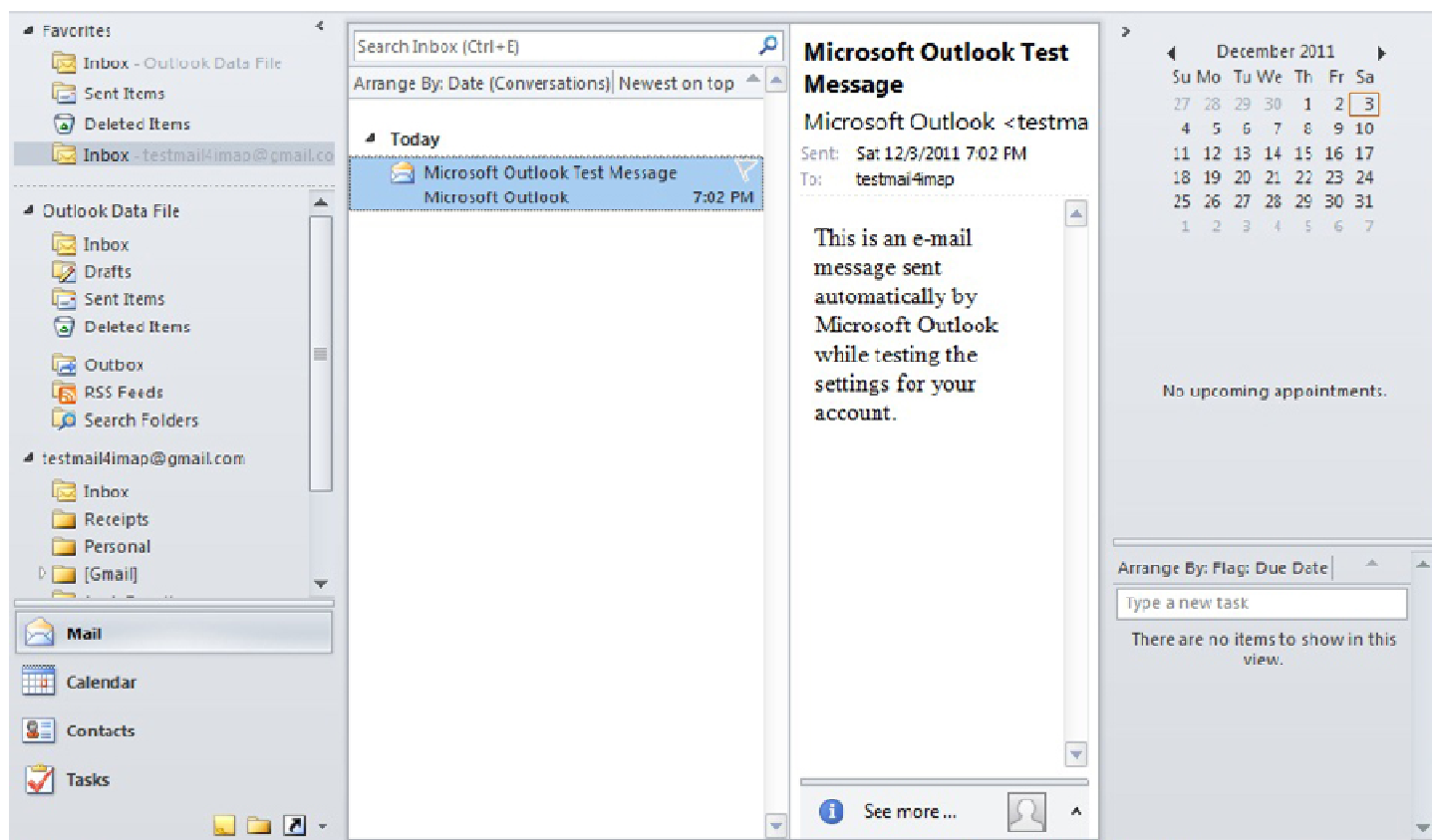
Your **IMAP** e-mail account is successfully configured.

Manually configure server settings

[Add another account...](#)

[< Back](#) [Finish](#) [Cancel](#)

Now you can check your mails from outlook 2010.



Manually Configure IMAP Settings

If the above instructions don't work, then we'll need to manually configure the settings. Again, go into Auto Account Setup and select Manually configure server settings or additional server types and click Next.

Auto Account Setup

Connect to other server types.



E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Password:

Retype Password:
Type the password your Internet service provider has given you.

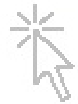
Text Messaging (SMS)

Manually configure server settings or additional server types

< Back Next > Cancel

Select Internet E-mail - Connect to *POP* or *IMAP* server to send and receive e-mail messages.

Choose Service



Internet E-mail
Connect to POP or IMAP server to send and receive e-mail messages.

Microsoft Exchange or compatible service
Connect and access e-mail messages, calendar, contacts, faxes and voice mail messages.

Text Messaging (SMS)
Connect to a mobile messaging service.

Other
Connect to a server type shown below.

Fax Mail Transport

Now we need to manually enter in our settings similar to the following. Under the Server Information section verify the following.

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

Internet E-mail Settings

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



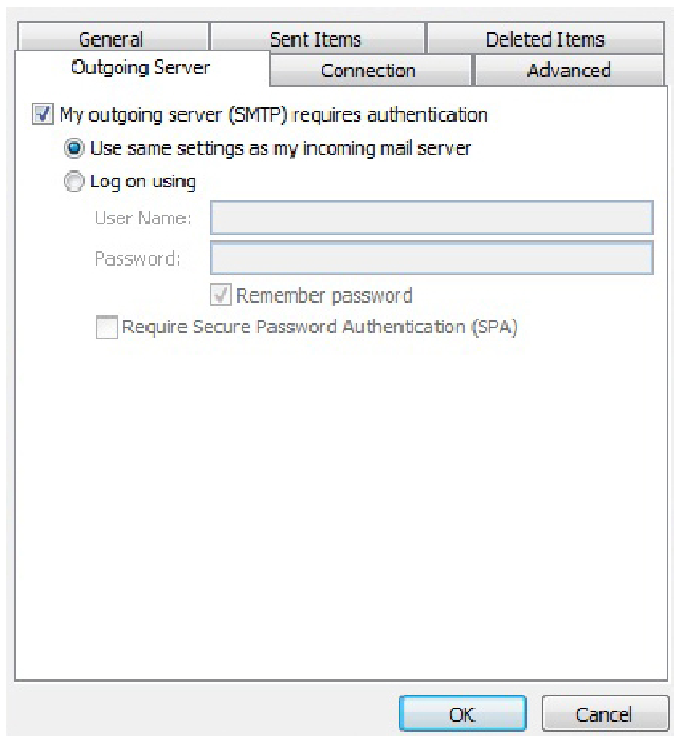
<p>User Information</p> <p>Your Name: <input type="text" value="testmail4imap"/></p> <p>E-mail Address: <input type="text" value="testmail4imap@gmail.com"/></p> <p>Server Information</p> <p>Account Type: <input style="border: 1px solid #ccc;" type="text" value="IMAP"/> ▼</p> <p>Incoming mail server: <input type="text" value="imap.gmail.com"/></p> <p>Outgoing mail server (SMTP): <input type="text" value="smtp.gmail.com"/></p> <p>Logon Information</p> <p>User Name: <input type="text" value="testmail4imap@gmail.com"/></p> <p>Password: <input type="password" value="*****"/></p> <p><input checked="" type="checkbox"/> Remember password</p> <p><input type="checkbox"/> Require logon using Secure Password Authentication (SPA)</p>	<p>Test Account Settings</p> <p>After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)</p> <p style="text-align: center;"><input style="border: 1px solid #ccc;" type="button" value=" Test Account Settings ... "/></p> <p><input checked="" type="checkbox"/> Test Account Settings by clicking the Next button</p> <p style="text-align: right;"><input style="border: 1px solid #ccc;" type="button" value=" More Settings ... "/></p>
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Note: If you have a Google Apps account make sure to put the full email address(user@yourdomain.com) in the Your Name and User Name fields.

Note: If you live outside of the US you might need to use imap.googlemail.com and smtp.googlemail.com

Next, we need to click on the More Settings button.

In the Internet E-mail Settings screen that pops up, click on the Outgoing Server tab, and check the box next to My outgoing server (SMTP) requires authentication. Also select the radio button next to Use same settings as my incoming mail server.

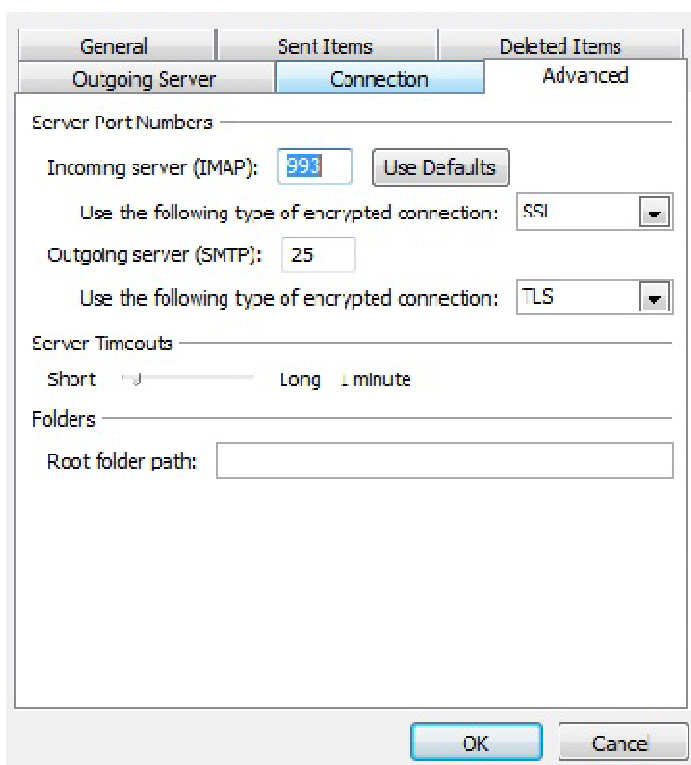


The screenshot shows the 'Outgoing Server' tab with the 'Connection' sub-tab selected. The 'My outgoing server (SMTP) requires authentication' checkbox is checked. The 'Use same settings as my incoming mail server' radio button is selected. There are input fields for 'User Name:' and 'Password:', and a checked 'Remember password' checkbox. The 'Require Secure Password Authentication (SPA)' checkbox is unchecked. 'OK' and 'Cancel' buttons are at the bottom.

In the same window click on the Advanced tab and verify the following.

- Incoming server (IMAP): 993 or 143
- Incoming server encrypted connection: SSL
- Outgoing server encrypted connection TLS
- Outgoing server (SMTP): 25 or 465 or better **587**

Click OK when finished.



The screenshot shows the 'Advanced' sub-tab of the 'Outgoing Server' tab. Under 'Server Port Numbers', the 'Incoming server (IMAP):' is set to 993 with a 'Use Defaults' button. The 'Use the following type of encrypted connection:' dropdown is set to 'SSL'. The 'Outgoing server (SMTP):' is set to 25, and its 'Use the following type of encrypted connection:' dropdown is set to 'TLS'. Under 'Server Timeouts', there are sliders for 'Short' and 'Long' (set to 1 minute). There is a 'Root folder path:' input field. 'OK' and 'Cancel' buttons are at the bottom.

Now we want to test the settings, before continuing on...it's just easier that way in case something was entered incorrectly. To make sure the settings are tested, check the box Test Account Settings by clicking the Next button.

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 by clicking the Next button

If you've entered everything in correctly, both tasks will be completed successfully and you can close out of the window. and begin using your account via Outlook 2010.

Congratulations! All tests completed successfully. Click Close to continue.

Tasks Errors

Tasks	Status
✓ Log onto incoming mail server (IMAP)	Completed
✓ Send test e-mail message	Completed

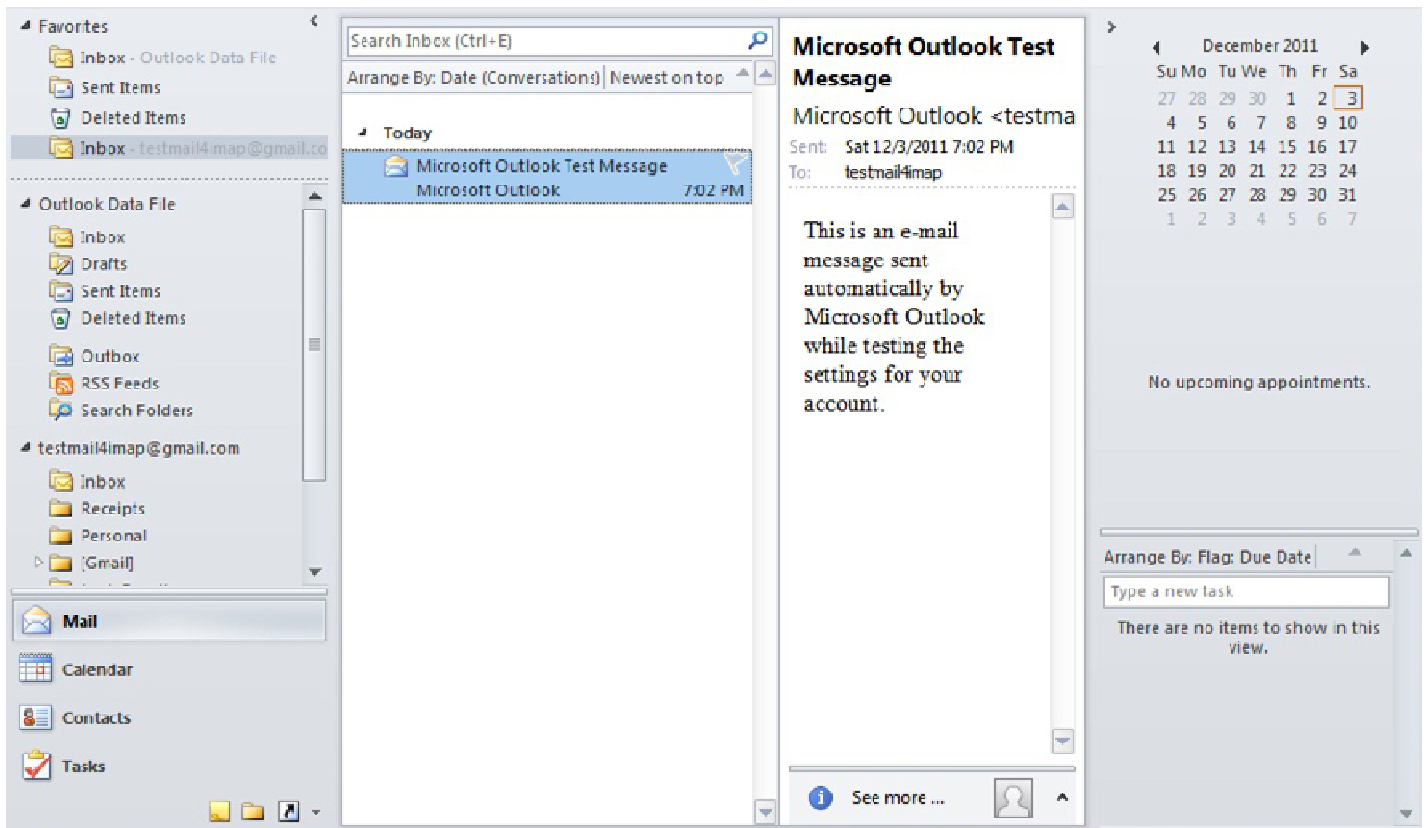
You'll get a final congratulations message you can close out of..

Congratulations!

You have successfully entered all the information required to setup your account.

To close the wizard, click Finish.

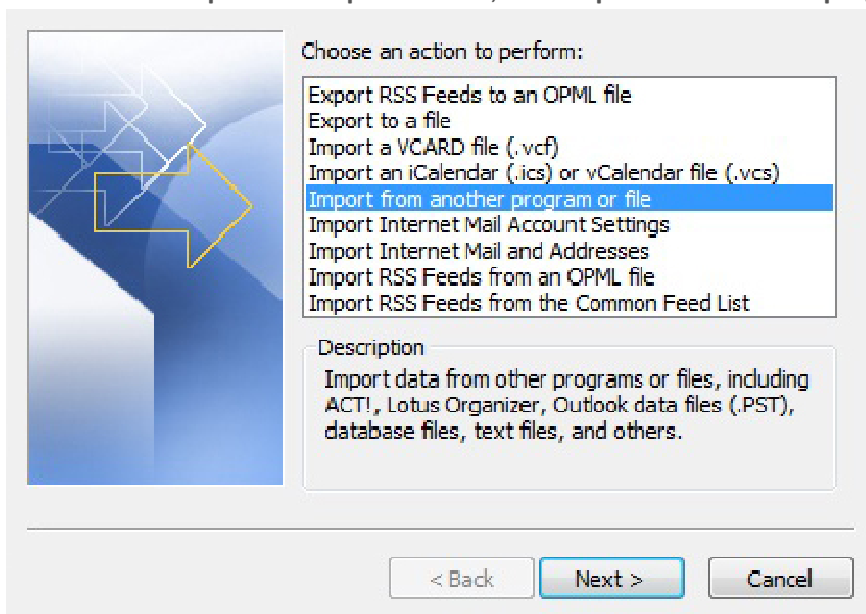
And begin using your account via Outlook 2010.



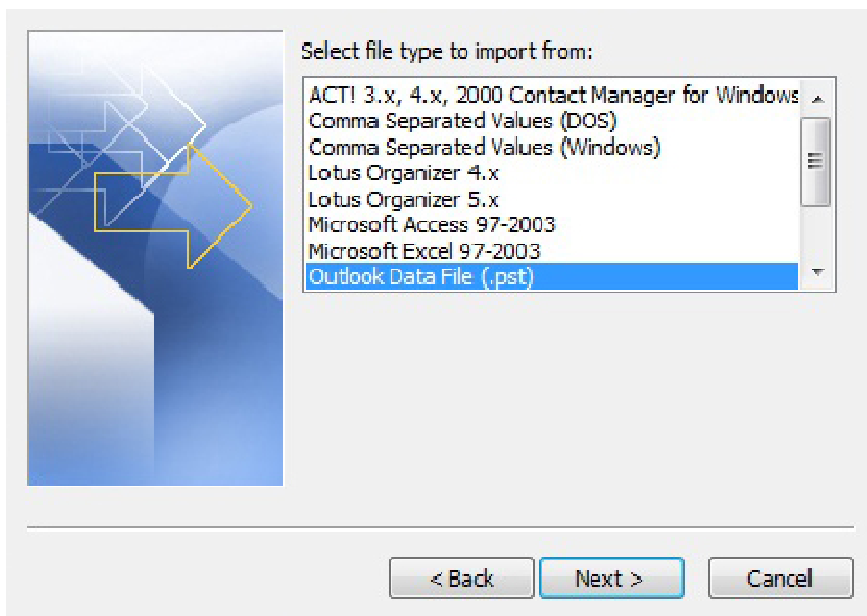
Import your old POP account into the newly created IMAP account

If you currently keep a copy of your mail on the server, then you're done! But if you delete them from the server, then you have to import your old POP mail into your IMAP. Here's how to do it

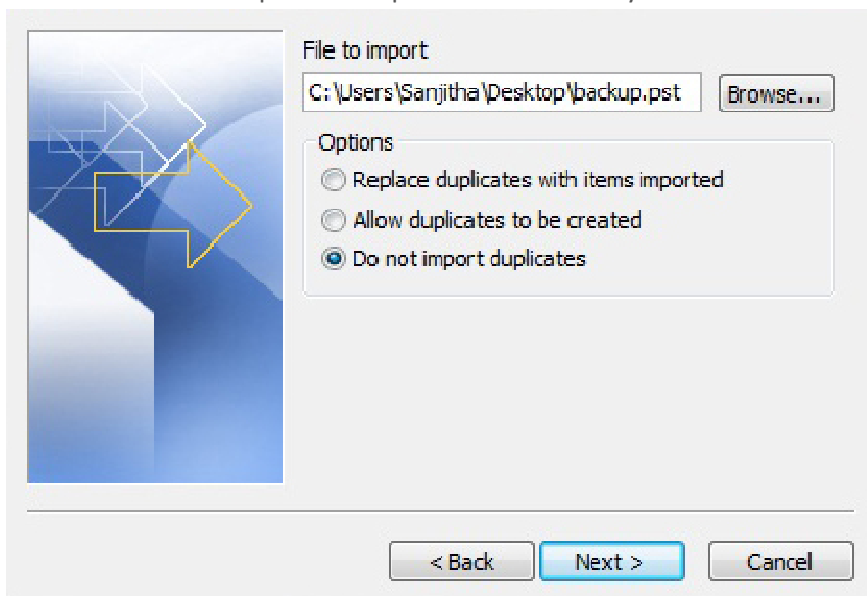
- Click the **File** tab.
- Click **Open**.
- Click **Import**.
- In the **Import and Export Wizard**, click **Import from another program or file**, and then click **Next**.



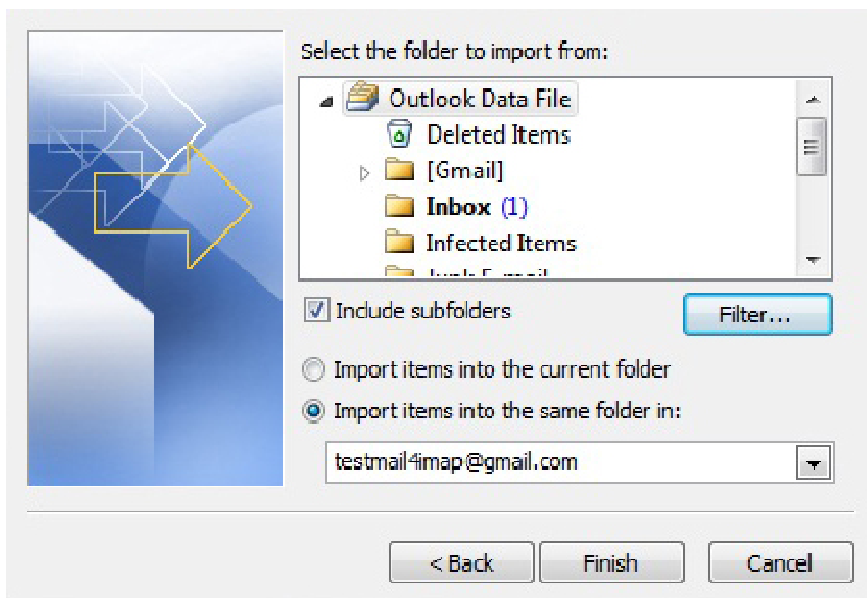
- Click Outlook Data File (.pst), and then click Next.



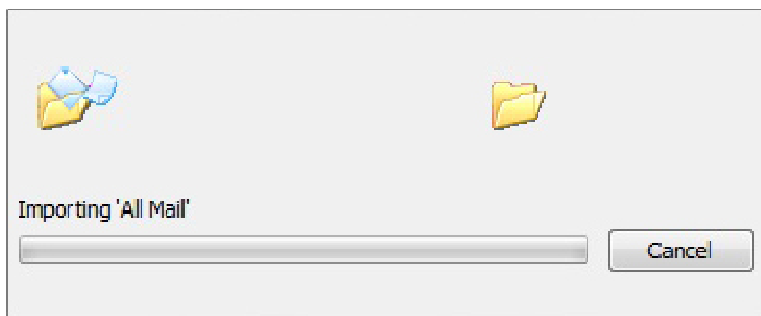
- Click Browse, and then choose the file to import.
- Under Options, it is recommended that you click Do not import duplicates unless you want the imported information to replace or duplicate items already in Outlook.



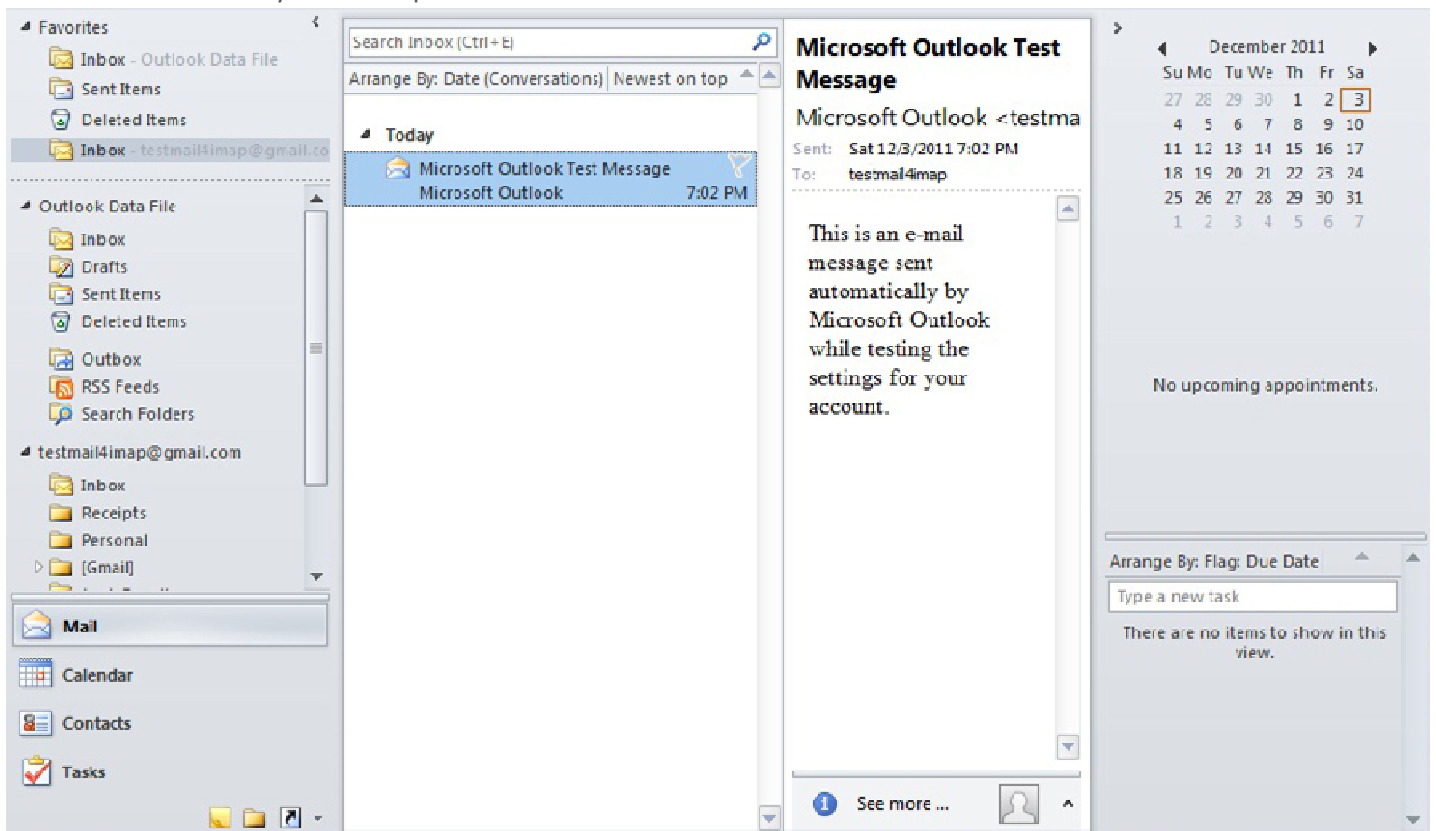
- Click Next.
- If a password was assigned to the Outlook Data File (.pst), you are prompted to enter the password, and then click OK.
- Set the options for importing items. The default settings usually don't need to be changed.



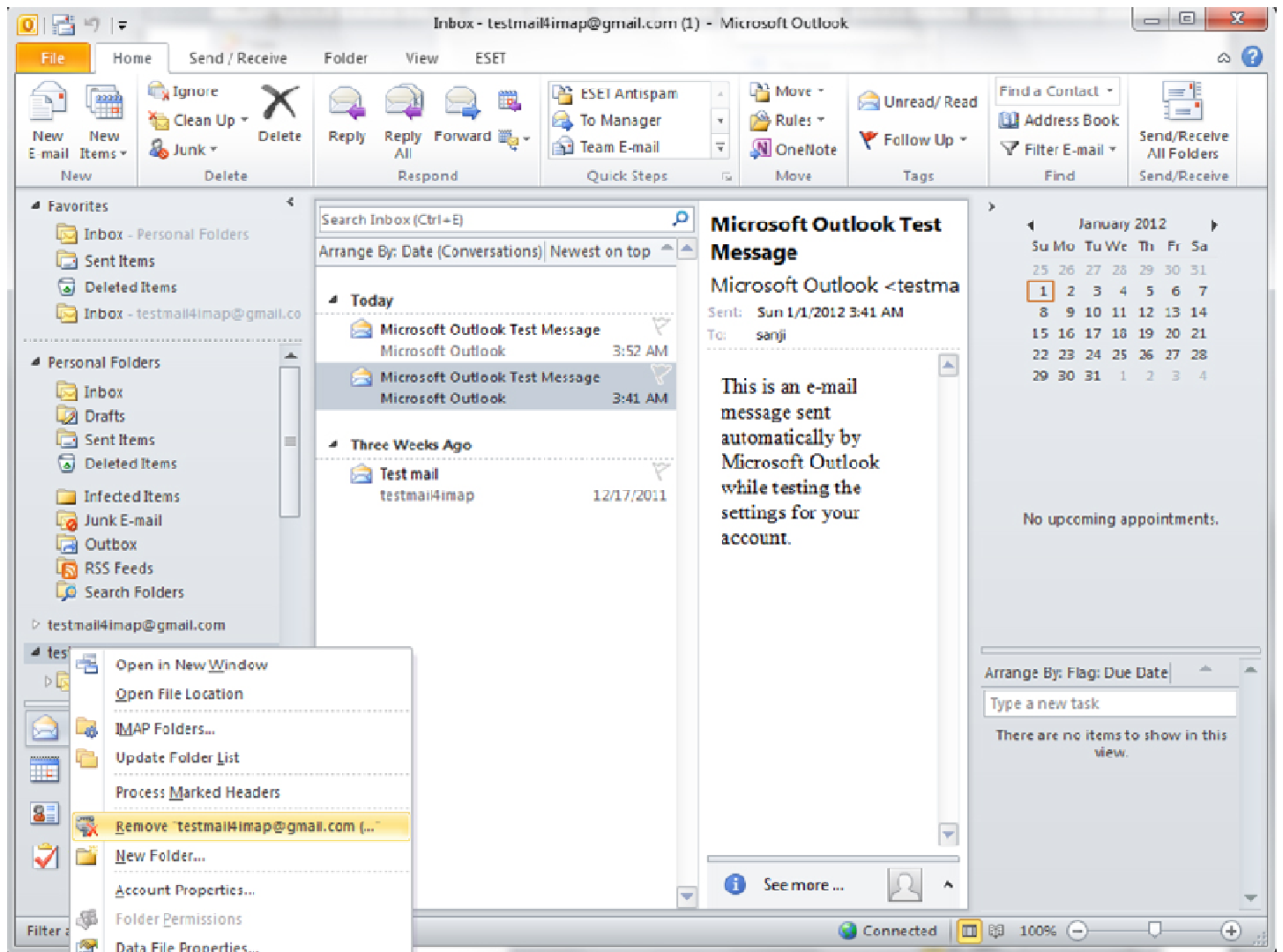
- The top folder - usually Personal Folders, Outlook Data File, or your email address - is selected automatically.
- Include subfolders is selected by default. All folders under the folder selected will be imported.
- The default selection of Import items into the same folder in matches the folders from the imported file to the folders in Outlook. If a folder doesn't exist in Outlook, it will be created.
- Click Finish.



- You can check your back up data on outlook.



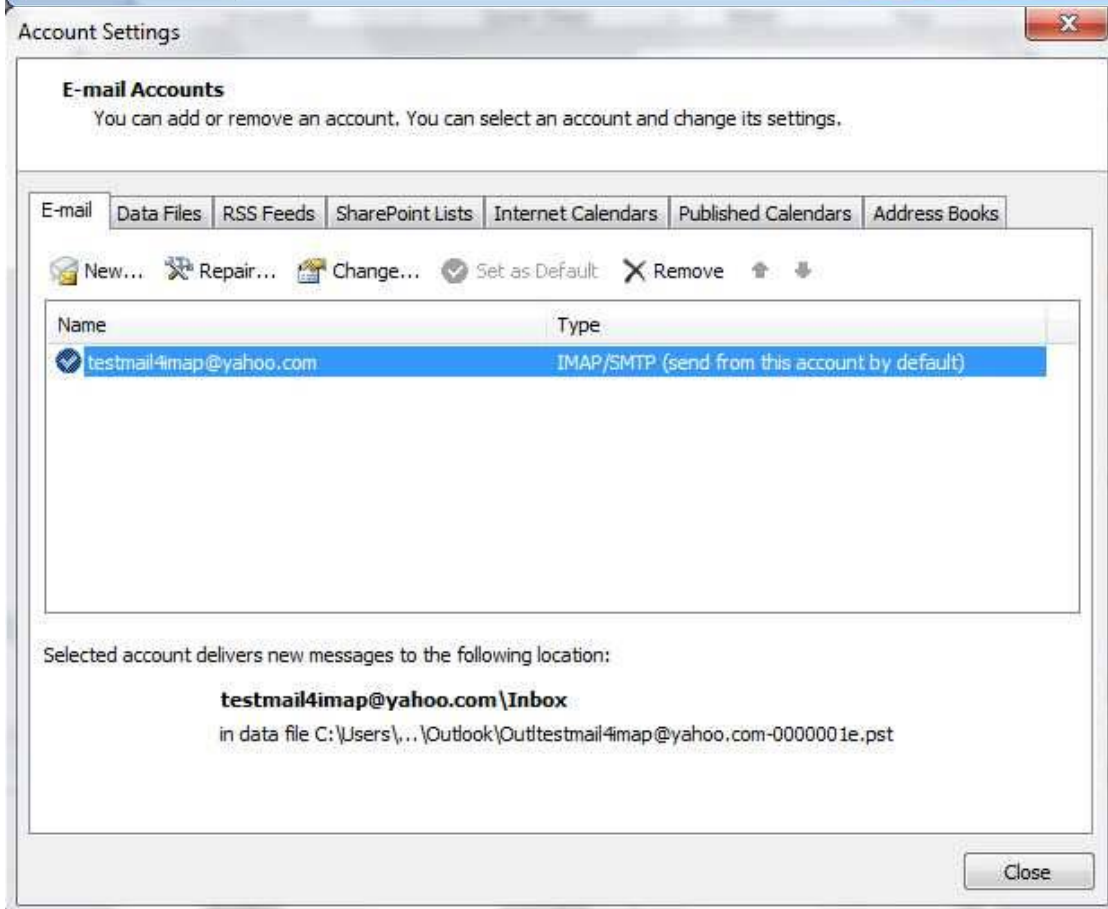
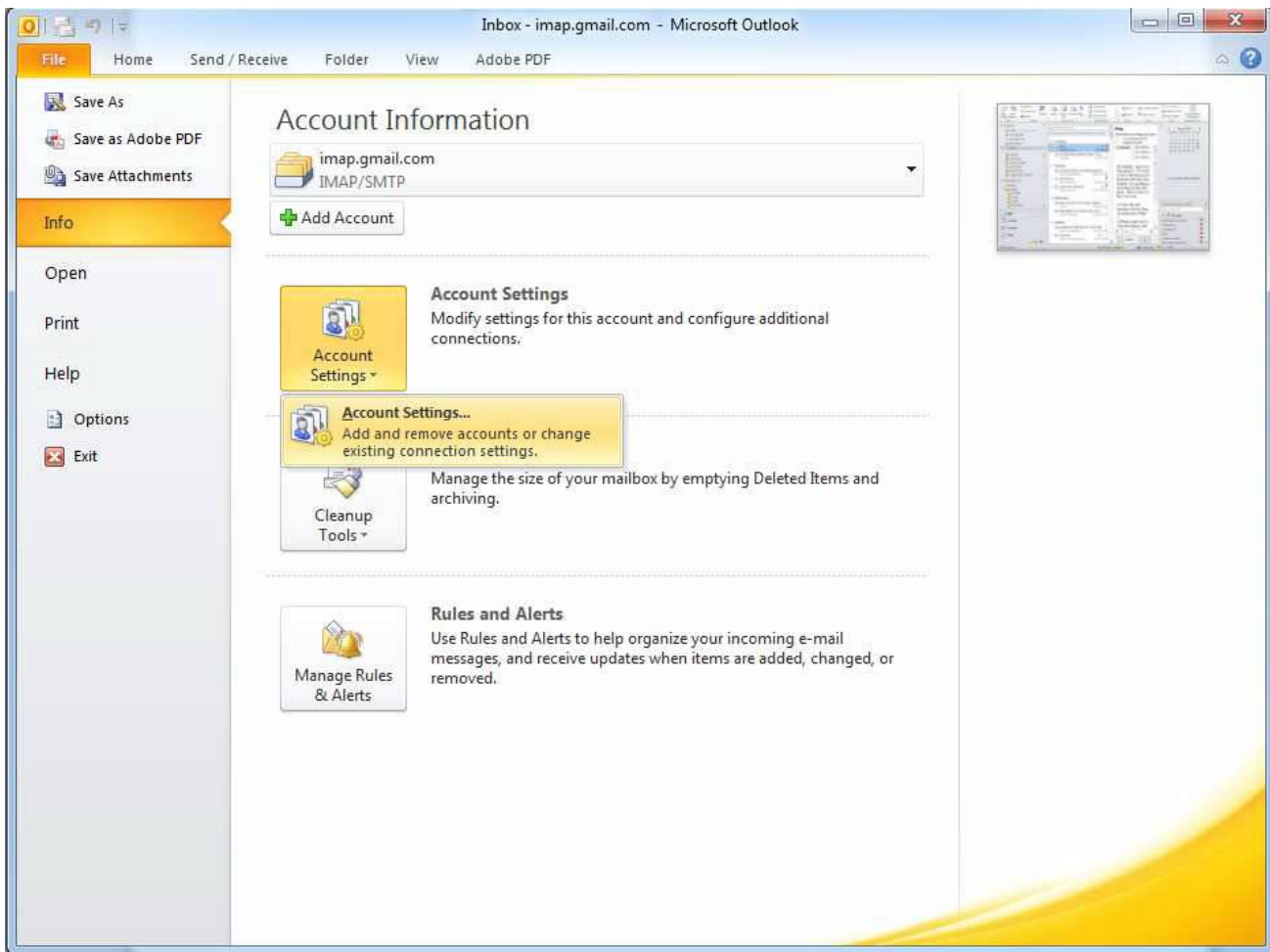
- And the very important thing is you have to delete your old POP account from the outlook, Otherwise they will continue to receive email in the old POP account.
- Right click on your old POP account Remove it



- Now you can continue with the IMAP account.

Setting up your Sent folder properly

- Open your IMAP account settings via: File-> Account Settings-> double click on the IMAP account.



- Press the button: More Settings.

Internet E-mail Settings

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



User Information		Test Account Settings
Your Name:	<input type="text" value="testmail4imap"/>	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
E-mail Address:	<input type="text" value="testmail4imap@yahoo.com"/>	
Server Information		<input type="button" value="Test Account Settings ..."/>
Account Type:	<input type="text" value="IMAP"/>	<input checked="" type="checkbox"/> Test Account Settings by clicking the Next button
Incoming mail server:	<input type="text" value="imap.mail.yahoo.com"/>	
Outgoing mail server (SMTP):	<input type="text" value="smtp.mail.yahoo.com"/>	
Logon Information		
User Name:	<input type="text" value="testmail4imap@yahoo.com"/>	
Password:	<input type="password" value="*****"/>	
	<input checked="" type="checkbox"/> Remember password	
	<input type="checkbox"/> Require logon using Secure Password Authentication (SPA)	<input type="button" value="More Settings ..."/>
		<input type="button" value=" < Back"/> <input type="button" value=" Next >"/> <input type="button" value=" Cancel"/>

- Select the Sent Items tab.
- Enable the option Save sent items in the following folder on the server.
- Select the folder where you want to store the Sent Items in.

Internet E-mail Settings

Outgoing Server	Connection	Advanced
General	Sent Items	Deleted Items

Do not save copies of sent items

Save sent items in the following folder on the server:

- testmail4imap@yahoo.com
 - Apple Mail To Do
 - Boxbe Waiting List-
 - Bulk Mail
 - Deleted Items
 - Draft
 - ESET Antispam
 - Inbox
 - Infected Items
 - Junk E-mail
 - Sent**
 - Trash

Save sent items in the Sent Items folder on this computer