UNIVERSITY OF MAURITIUS

Centre for Information Technology and Systems

Configure Outlook
For Google Apps Account

Electronic version available at: http://www.uom.ac.mu/cits/tips.html

(Source: http://www.ampercent.com/configure-outlook-2007-google-apps-gmail/1223/)

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This document will be updated, please check the website for latest version.

Configure Outlook For Google Apps Account
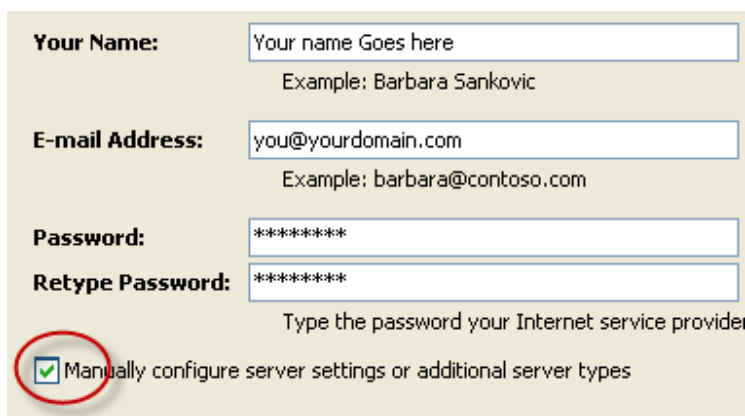
1.**Configuring your Google Apps Mail** :

Open your Google Apps mail account. Click on settings and Enable the "Forwarding and POP" Settings as shown below.
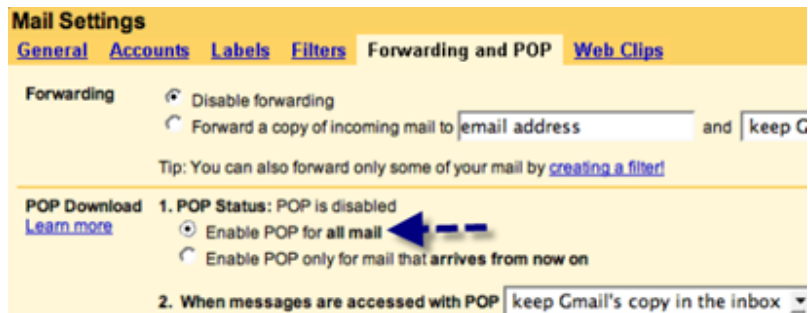
Click the Radio box "Enable POP for all Mail " and Save your Settings by clicking the Save changes Button.

2.**Configuring Microsoft Outlook** :

- Open MS-Outlook and from the Tools Menu select "Account Settings".Create a New account from the E mail Tab.
- If you are prompted to choose Email service select Microsoft Exchange, POP3, IMAP, or HTTP, and click Next.
- Fill the Necessary fields and Hit Next.Remember to check the Checkbox " Manually Configure Server Settings or additional Server types".

- Select "Internet Email " and Click Next.

- Enter the Settings as Shown in the following screenshot :

Leave the Option " Require logon using Secure Password Authentication (SPA)" unchecked.

- Now Click on "More Settings" and Select the "Outgoing Server " tab.

Check the Checkbox " **My outgoing server(SMTP) requires authentication** ".
Check the radio Button " **Use same Settings as my incoming mail Server** ".

- Now Select the Advanced tab and Modify as shown :
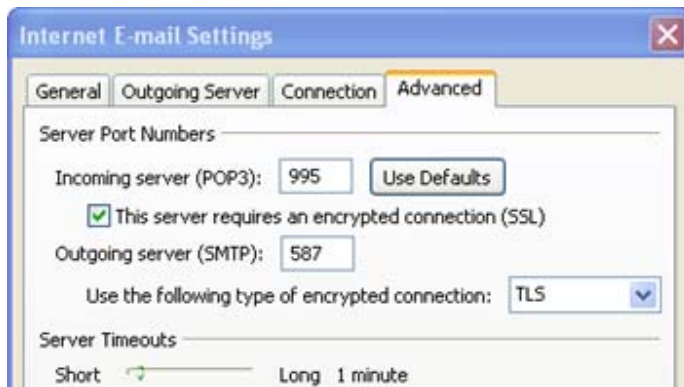
Set the Incoming Server (POP3) port number as 995 and Set the Outgoing Server (SMTP) port number as 587
Use "TLS" as the Encrypted Connection.

- Now Click Ok.

Test your Account Settings : You can test your Account Settings by Clicking " Test Account Settings ". This will Invoke outlook and Outlook will send a test-mail to the account specified. After you get the mail it is confirmed that your settings are Working fine. Click Next and then Finish