



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/>)

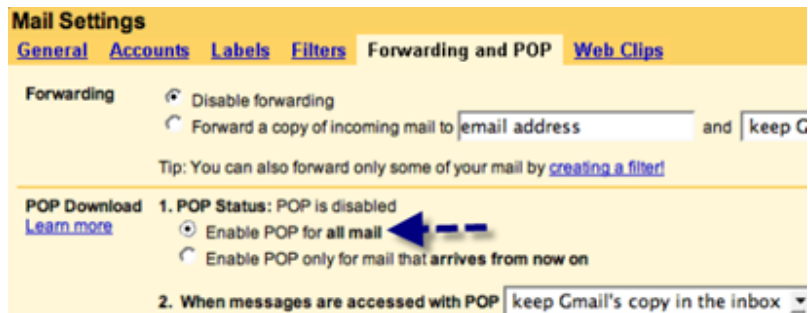
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This document will be updated, please check the website for latest version.

Configure Outlook For Google Apps Account

1. Configuring your Google Apps Mail :

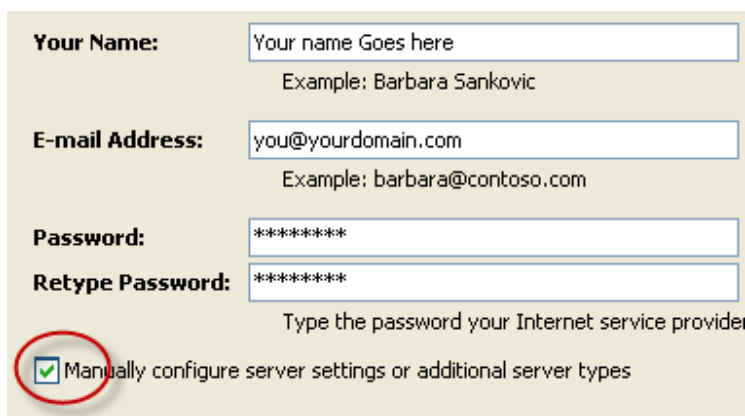
Open your Google Apps mail account. Click on settings and Enable the “Forwarding and POP” Settings as shown below.



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”.

A screenshot of the Microsoft Outlook account setup form. It has a light beige background. There are four input fields: 'Your Name:' with a text box containing 'Your name Goes here' and an example 'Example: Barbara Sankovic'; 'E-mail Address:' with a text box containing 'you@yourdomain.com' and an example 'Example: barbara@contoso.com'; 'Password:' with a text box containing '*****'; and 'Retype Password:' with a text box containing '*****'. Below the password fields is a note: 'Type the password your Internet service provider'. At the bottom left, there is a checkbox with a checkmark inside, circled in red, and the text 'Manually configure server settings or additional server types'.

- Select “Internet Email “ and Click Next.

- Enter the Settings as Shown in the following screenshot :

User Information

Your Name:

E-mail Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

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

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

Internet E-mail Settings

General **Outgoing Server** Connection Advanced

My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

Log on using

User Name:

Password:

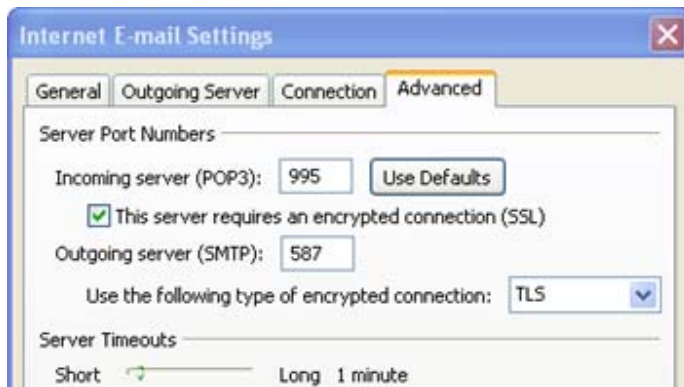
Remember password

Require Secure Password Authentication (SPA)

Log on to incoming mail server before sending mail

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