Central College
Google Mail & Outlook 2011 (Mac)

Outlook 2011 Mail

To use your Outlook 2011 on a Mac, follow these instructions.

1. Make sure you have enabled IMAP in your Google Mail Settings.
   a. Open a web browser
   b. On your computer, using any browser, log into the portal at: https://my.central.edu
   c. Verify that the Student Home tab is selected
   d. Login to your Email account found under Cloud Services
   e. Click the gear icon in the upper right
   f. Select Settings
   g. Select Forwarding and POP/IMAP
   h. Select Enable IMAP
2. On your Mac, navigate to Tools
3. Click on Accounts
4. Expand by clicking on the “+” and choose Email
5. Enter your email address (ex: studentn1@central.edu)
6. Select IMAP as the type
7. Enter imap.gmail.com as the incoming server
8. Check the option: “Use SSL to connect”
9. Enter smtp.central.edu as the outgoing server
10. Click “Add Account”
11. Click “More Options”
12. Select “Username and Password” for the authentication
13. Enter your Central College login name (Ex: student1 NOT student1@central.edu)
14. Enter your Central College password