

# Google Mail & Outlook 2011 (Mac)

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## *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.ed*)
14. Enter your Central College password