

Central College – Gmail in Outlook

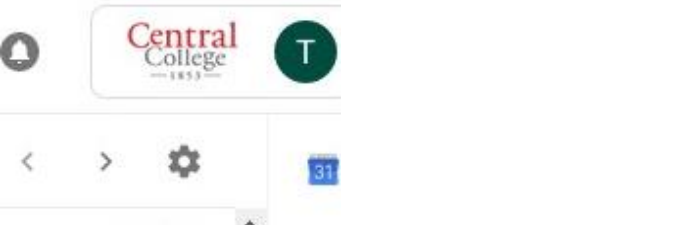
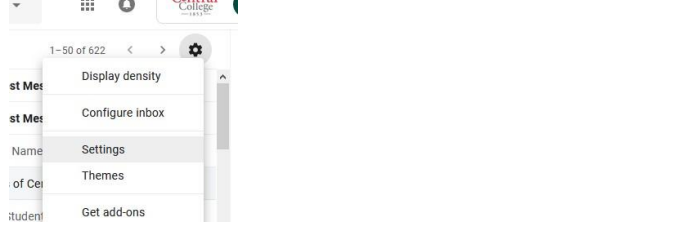
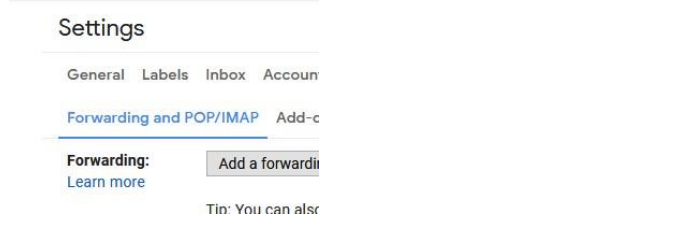


Objective: Students receive email in Gmail, but the Gmail can be read in Outlook

Part 1 Create an "App Specific Password"

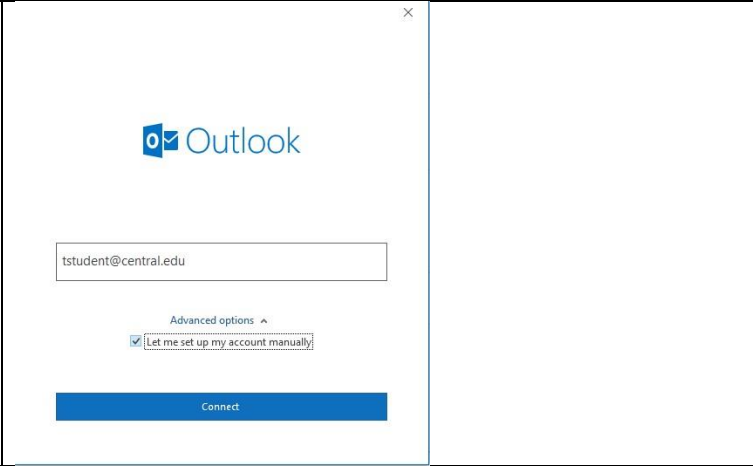
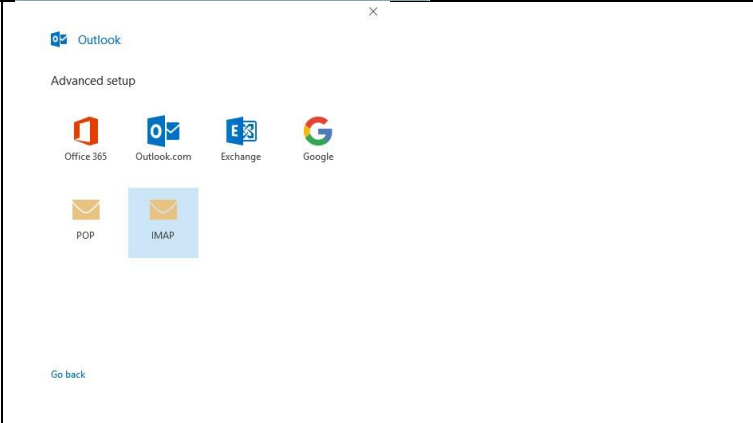
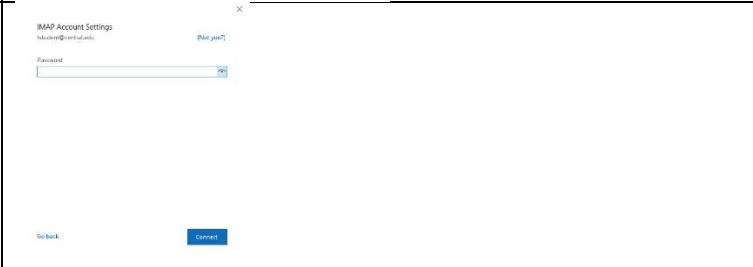
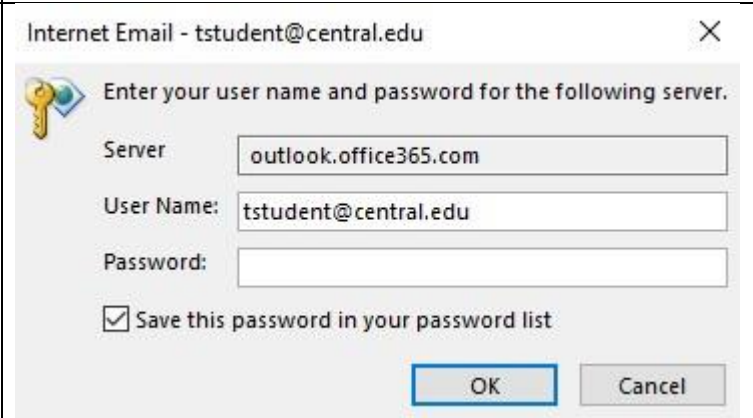
Source: <https://support.google.com/accounts/answer/185833?hl=en#generate>


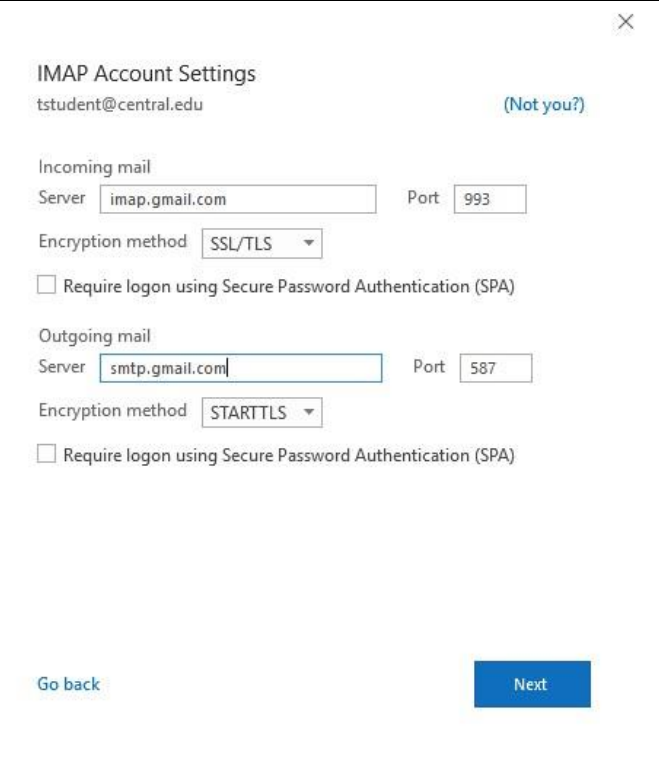
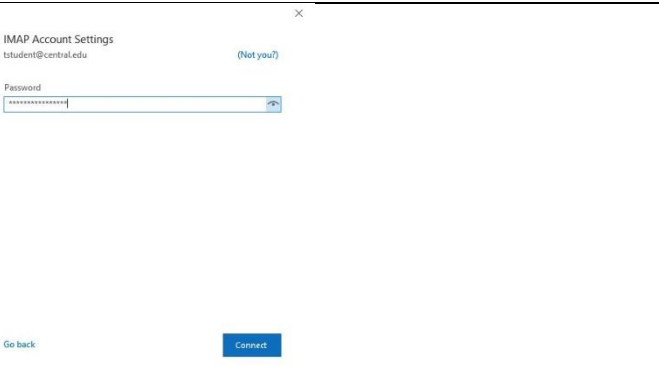
Part 2 Enable IMAP for Gmail

Source: <https://support.google.com/mail/answer/7126229>

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| <p>1. Click the 'gear' icon</p> |  |
| <p>2. Click 'Settings'</p> |  |
| <p>3. Under 'General' click 'Forwarding and POP/IMAP'</p> |  |
| <p>4. Scroll down to 'IMAP access' and change the 'Status' to 'enable IMAP'</p> |  |
| <p>5. Scroll down and click 'Save Configuration'</p> |  |

Part 3 Add account to Outlook (2016)

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|---|--|
| <p>6. Enter @central.edu email address and select 'Let me set up my account manually' under 'Advanced Options' then click 'Connect'</p> |  |
| <p>7. Choose 'IMAP' or 'Google'</p> |  |
| <p>8. Skip the password prompt and just click 'Connect'</p> |  |
| <p>9. Skip the next password prompt and just click 'Cancel'</p> |  |

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| <p>10. Click 'Change Account Settings'</p> |  <p>Outlook Something went wrong Account setup was canceled. → Not tstudent@central.edu? → Change Account Settings Retry</p> |
| <p>11. Set 'Incoming mail' server to 'imap.gmail.com' & port '993' & encryption 'SSL/TLS'</p> <p>12. Set 'Outgoing mail' server to 'smtp.gmail.com' & port '587' & encryption 'STARTTLS'</p> |  <p>IMAP Account Settings tstudent@central.edu (Not you?) Incoming mail Server: imap.gmail.com Port: 993 Encryption method: SSL/TLS <input type="checkbox"/> Require logon using Secure Password Authentication (SPA) Outgoing mail Server: smtp.gmail.com Port: 587 Encryption method: STARTTLS <input type="checkbox"/> Require logon using Secure Password Authentication (SPA) Go back Next</p> |
| <p>13. Enter your 'App Specific Password' created in Part 1</p> |  <p>IMAP Account Settings tstudent@central.edu (Not you?) Password Go back Connect</p> |