

Gmail Setup for Outlook

1. In Outlook, open the **File Menu**, select the Info tab and click **Add Account**.
2. Click **Manual setup or additional server types** and click **Next**.
3. Select **POP or IMAP** (or **Internet Email** for Outlook 2010) and click **Next**.
4. In the **User Information** section, enter:

Your Name: **Your Name**

Email Address: **Your Full Email Address**

5. Enter the following for your **Server settings**:

Account Type: **IMAP**

Incoming Mail Server: **imap.gmail.com**

Outgoing Mail Server: **smtp.gmail.com**

6. Enter the following for **Logon Information**:

User name: **Your Full Email Address**

Password: Your Password

7. Then click **More Settings...**

***Please note:** If you have 2 Step Verification (2SV) enabled for your CU G Suite account, you will need to use an App password instead of your password. Visit Google's How to generate an App password page for assistance.

8. Click the **Outgoing Server** tab and check the box next to **My outgoing server (SMTP) requires authentication**, then click the **Advanced** tab.

9. Adjust the **Server settings** to the following:

OUTLOOK 2010-2016	O365 OR OUTLOOK 2019
Incoming Server (IMAP): 993 Connection type: SSL	Incoming Server (IMAP): 993 Connection type: SSL/TLS
Outgoing server (SMTP): 587 Connection type: TLS	Outgoing server (SMTP): 587 Connection type: STARTTLS

10. Click **Ok** to save.

***Note:** If you are experiencing issues connecting with port 587 for Outgoing server (SMTP), try changing this to port 25.

11. Click **Next**.

Outlook will test your account settings. If it completes successfully, click **Close**.

***Note:** If it does not complete successfully, review this document and check your account settings again.

12. Click **Finish** and your account will be configured.