

Outlook Email Tutorial

Summary:

This tutorial will show how you can connect your UW email account to an email client like Outlook (2010 used, but applies to other versions, mainly using [Gmail's settings](#)).

Step 1:

Log into your [NetID account](#) and go to the UW Google Apps tab on the left side. Under the "UW Google Apps Password" section, go to the "Via phone or desktop email" and select "Set separate password"

Manage UW NetID Resources for [redacted]

- Manage [redacted]
- Password
- Security Questions
- UW Email Forwarding
- Computing Services
- UW Google Apps
- UW NetID

Manage UW Google Apps

UW Google Apps provides a UW gateway to Google's online services, allowing you to take advantage of Google's email, productivity, and c

UW Google Apps Account Information

UW Google Apps ID:	[redacted]@uw.edu
Name:	[redacted] (Change)
Account Status:	Active (Turn Off)
Quota:	25600 MB

Email Forwarding

[redacted]@u.washington.edu and [redacted]@uw.edu Delivered to your UW Google Apps Inbox ([Change](#))

UW Google Apps Password

To access UW Google Apps:	Use:
Via a web browser <small>(e.g. Firefox, Internet Explorer)</small>	Your UW NetID and Password
Via phone or desktop email <small>(e.g. iPhone, Outlook)</small>	Separate Password Set separate password

Step 2:

Set your separate password for your Outlook to log into your Gmail only (your NetID password will still be what you use if you log into your account via a web browser). You will see a confirmation once the password is set.

UW Google Apps Password

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Login: [redacted]@uw.edu

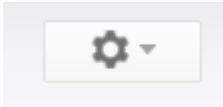
Password: Not Secure

Confirm Password: Must be 8-30 chars

• UW Google Apps password set.

Step 3:

Log into your school Gmail account (gmail.uw.edu) and select the Settings gear on the upper right corner.

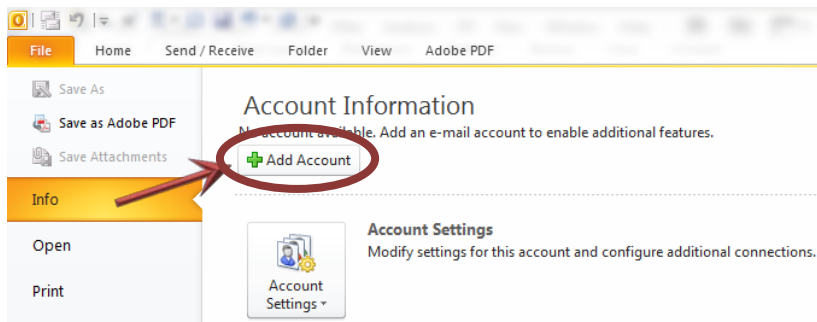


Go to the “Forwarding and POP/IMAP” tab along the top and select “Enable IMAP”. You will get a **green** confirmation that IMAP is enabled.

A screenshot of the Gmail Settings page, specifically the "Forwarding and POP/IMAP" tab. The "Forwarding and POP/IMAP" tab is circled in red, with a red arrow pointing to it from the left. Below the tab, the "Forwarding" section has "Forward a copy of incoming mail to" selected, with a dropdown menu showing "(in use)" and a "mark UW Mail's copy as read" dropdown. The "POP Download" section has "Status: POP is enabled" in green, with "Enable POP for mail that arrives from now on" selected. The "IMAP Access" section has "Status: IMAP is enabled" in green, with "Enable IMAP" selected. A red arrow points to the "IMAP Access" section from the left. The "When I mark a message in IMAP as deleted" section has "Auto-Expunge on" selected.

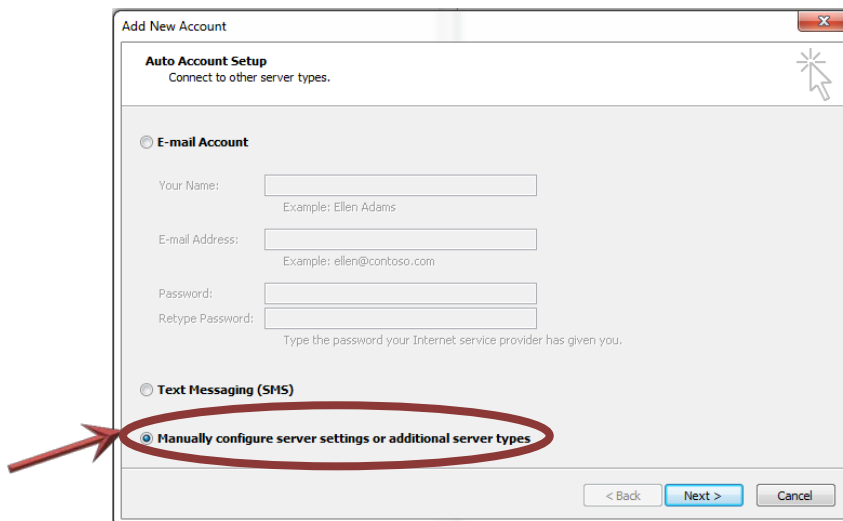
Step 4:

Once your password is set, open Outlook (in this case, 2010). Click on the upper left side of the screen in orange labeled “FILE”. Under “Info”, hit the “Add Account” button.

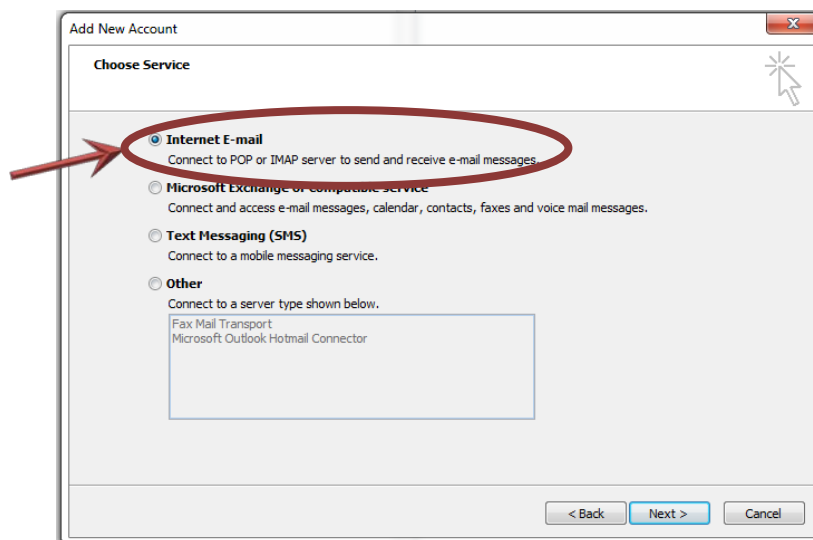


Step 5:

Choose “Manually configure server settings or additional server types” and click “Next”



Then, choose “Internet E-mail” and click “Next”



Step 6:

Use the following settings:

- Your Name: *YourNetID*
- Email Address: YourNetID@uw.edu (or @u.washington.edu)
- Account Type: IMAP
- Incoming mail server: imap.gmail.com
- Outgoing mail server: smtp.gmail.com
- User Name: *YourNetID@uw.edu*
- Password: [Whatever you set as that separate password in Step 2]
- Check “Remember Password”
- Check “Require logon using SPA”
 - **Do not hit Next yet! Still need to change “More Settings” in the next step.**

The screenshot shows a Windows-style dialog box titled "Change Account" with a close button (X) in the top right corner. Below the title bar is a section titled "Internet E-mail Settings" with a sub-header "Each of these settings are required to get your e-mail account working." and a mouse cursor icon. The dialog is divided into several sections:

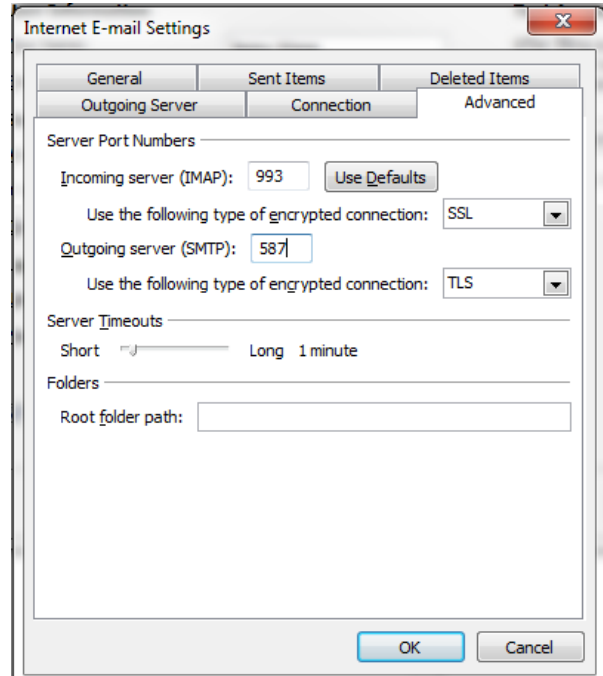
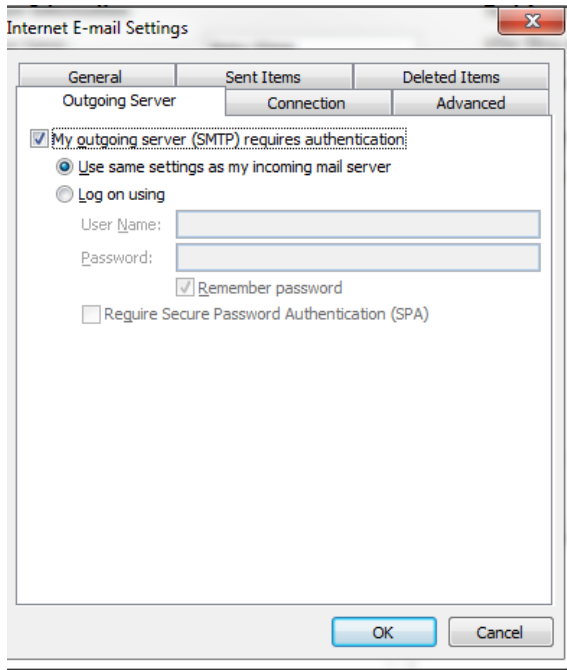
- User Information:** Fields for "Your Name:" (blurred) and "E-mail Address:" (blurred @u.washington.edu).
- Server Information:** Fields for "Account Type:" (dropdown menu showing "IMAP"), "Incoming mail server:" (imap.gmail.com), and "Outgoing mail server (SMTP):" (smtp.gmail.com).
- Logon Information:** Fields for "User Name:" (blurred @uw.edu) and "Password:" (masked with asterisks). Below these are two checked checkboxes: "Remember password" and "Require logon using Secure Password Authentication (SPA)".
- Test Account Settings:** A section with a "Test Account Settings ..." button and a checked checkbox "Test Account Settings by clicking the Next button".

At the bottom right of the dialog, the "More Settings ..." button is circled in red. At the bottom center, there are three buttons: "< Back", "Next >", and "Cancel".

Step 7:

Hit the “More Settings” button.

Under the “Outgoing Server” tab, check the box for “My outgoing server (SMTP) requires authentication”. Under the “Advanced” tab, set the Incoming server to port **993** and the type of encryption to **SSL**. Set the outgoing server to port **587** and type of encryption to **TLS** (check the port, as this can change when the encryption type changes). Hit “OK”



Step 6:

Run a test or click “Next” and “Finish”. Your UW email box should appear in the left nav.

