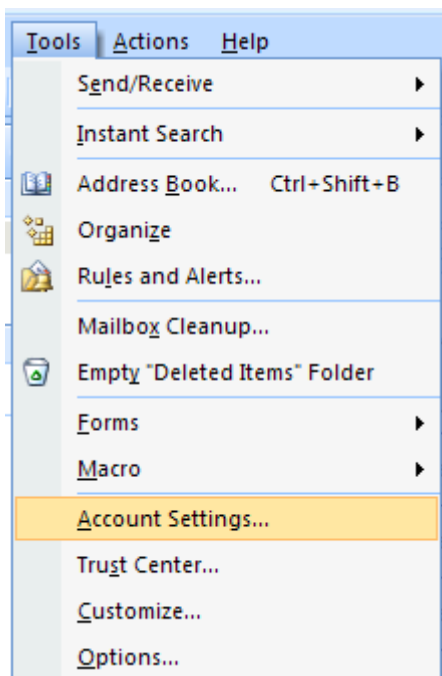
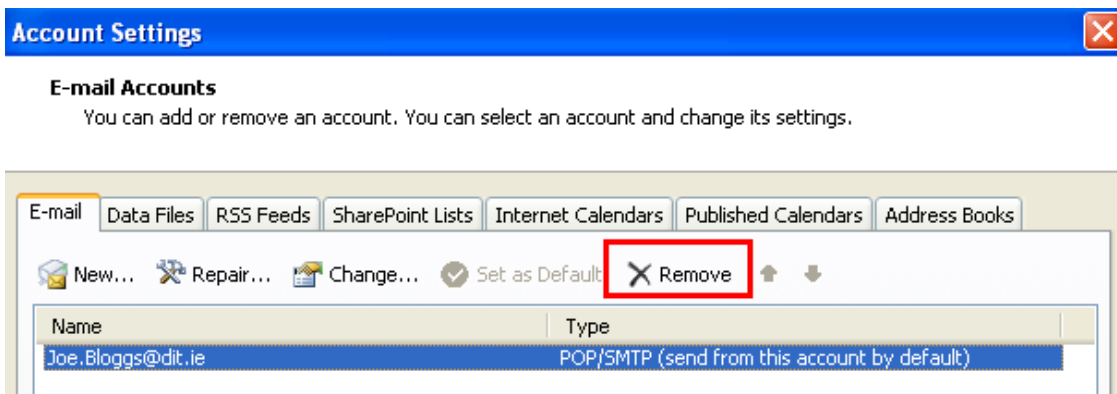


Email Account Settings for Outlook 2007

- 1) Open Outlook
- 2) From the Menu bar select – **Tools – Account Settings**



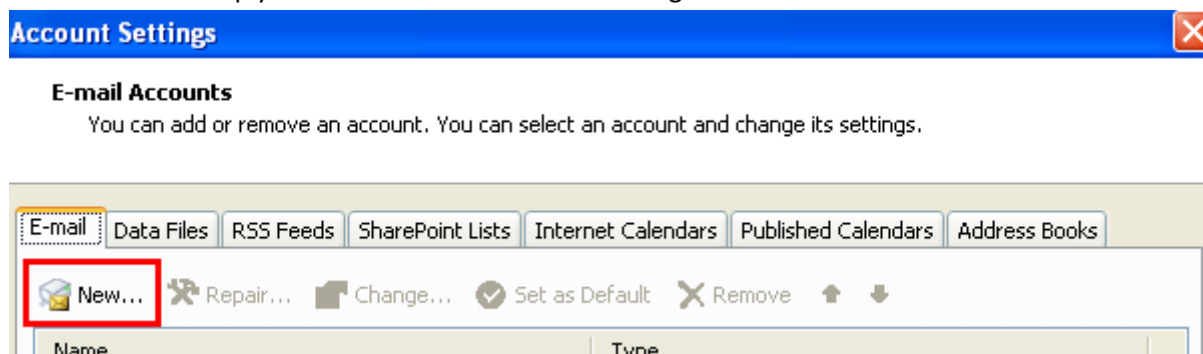
- 3) Your email account will appear. Your email account may be labelled with your name as shown below. Highlight your account and click **Remove**. You will be prompted to confirm if you are sure you wish to remove the account -click **Yes**.



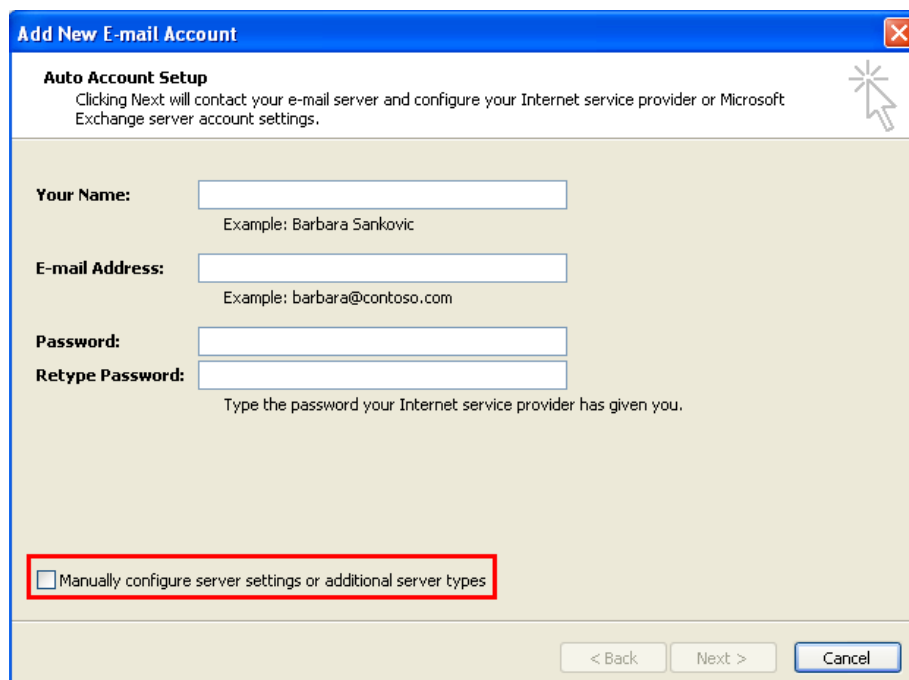
NB: All contacts, calendar entries and notes are stored in your outlook Data file. By removing the email account these items will not be affected.



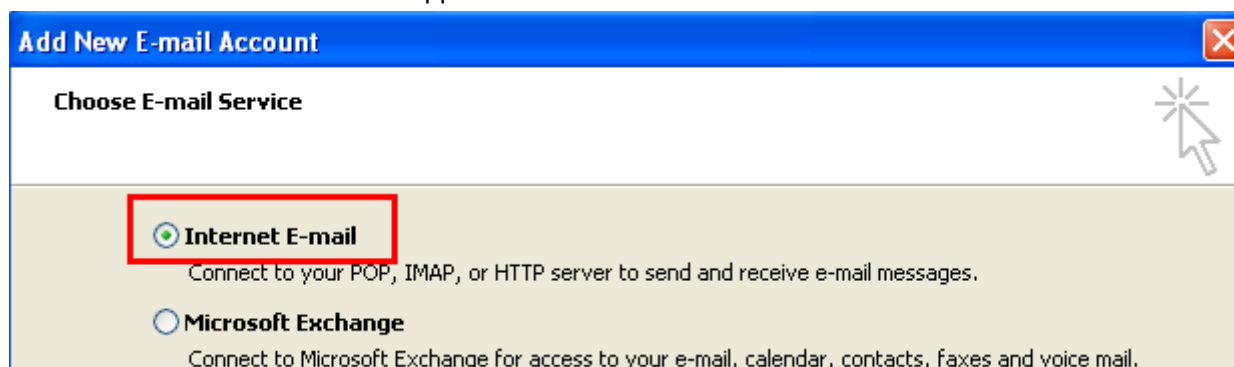
4) You must now setup your account with the Gmail settings. Select **New**



5) The Add New Email Account screen will appear. Choose the **Manually Configure** option shown below. Click **Next**.



6) The Choose E-mail Service screen appears – Choose **Internet E-Mail** – Click **Next**





7) The Internet E-mail Settings appear. Fill in all blank fields. Change Account Type to **IMAP**.

Add New E-mail Account [X]

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information
Your Name: []
E-mail Address: []

Server Information
Account Type: **IMAP** [v]
Incoming mail server: []
Outgoing mail server (SMTP): []

Logon Information
User Name: []
Password: []
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Test Account Settings ...

[< Back] [Next >] [Cancel]

The correctly populated settings should appear as shown below. Ensure the email address is all in lower case characters. Please note **StaffNumber** must be followed by **@dit.ie** – Click the “**More Settings**” button

Add New E-mail Account [X]

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information
Your Name: Joe Bloggs
E-mail Address: joe.bloggs@dit.ie

Server Information
Account Type: IMAP [v]
Incoming mail server: imap.gmail.com
Outgoing mail server (SMTP): smtp.gmail.com

Logon Information
User Name: StaffNumber@dit.ie
Password: [*****]
 Remember password
 Require logon using Secure Password Authentication (SPA)

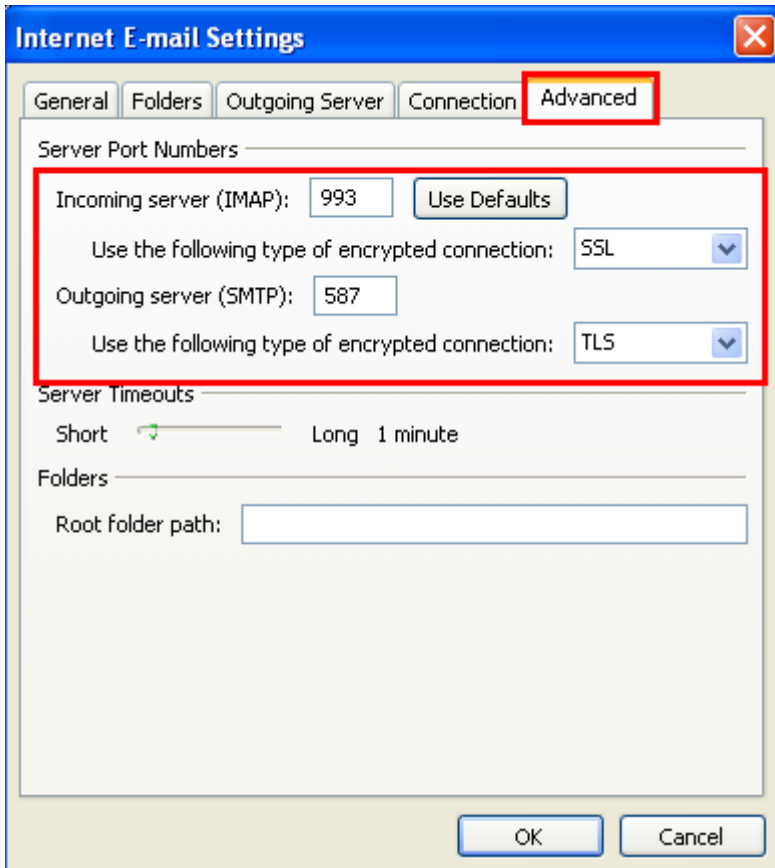
Test Account Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Test Account Settings ...

[< Back] [Next >] [Cancel]

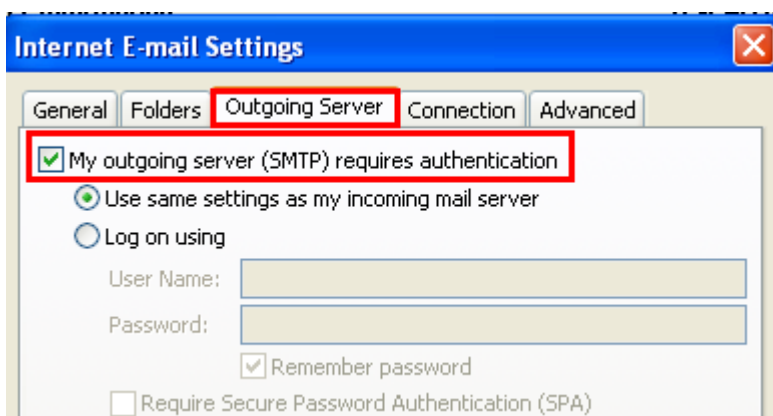
[More Settings ...]



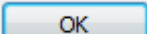
- 8) When the Internet E-mail Settings appear click the **Advanced** tab.
For **Incoming server (IMAP)** you need to change the “Use the following type of encrypted connection:” to **“SSL”** and port **993**.
For **Outgoing server (SMTP)** you need to change the “Use the following type of encrypted connection:” to **TLS** and manually enter **587** as the port number.



- 9) Click the Outgoing Server tab and tick the **“My Outgoing Server (SMTP) Requires Authentication”** box as shown below.

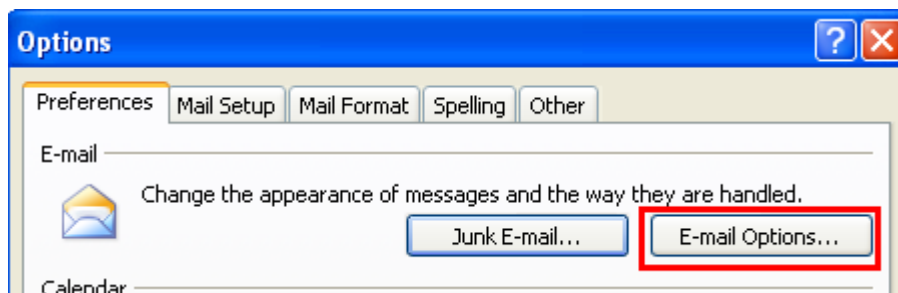
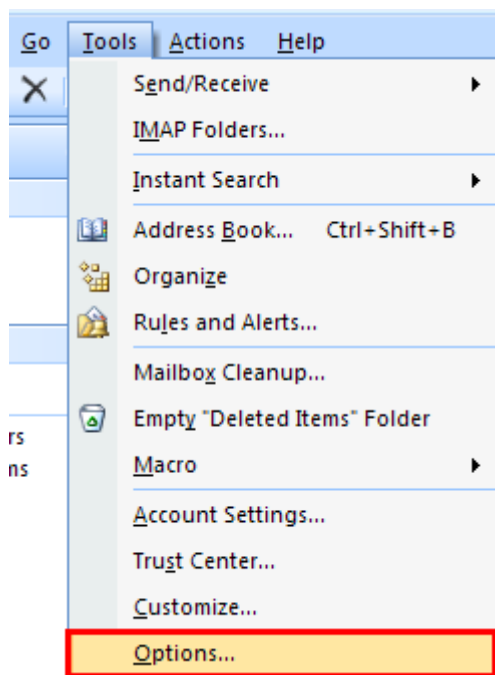




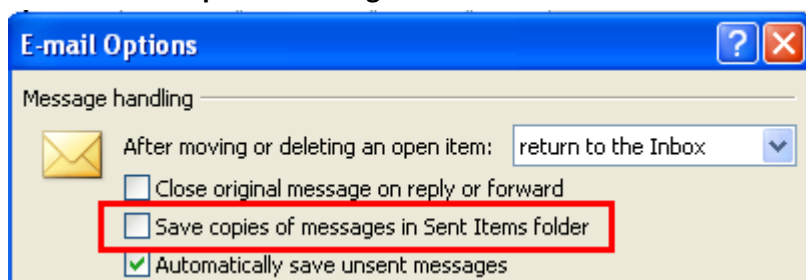
10) Click  once the Advanced settings have been configured.

Click **Next** and then click **Finish**. Click **Close**.

11) The next setting prevents duplicate copies of messages you send being saved on Gmail. Click **Tools – Options – Email Options**.

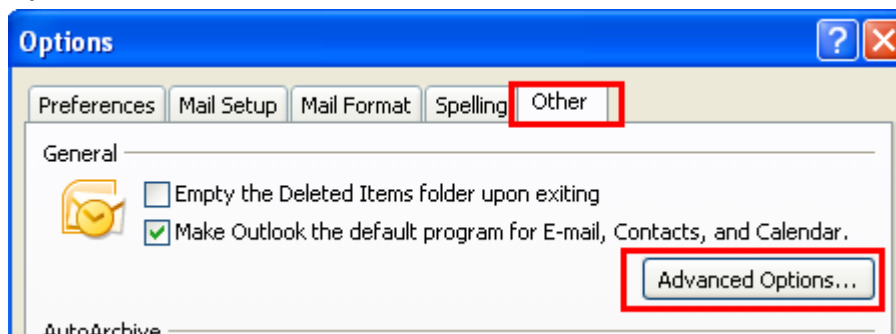


12) Untick “**Save copies of messages in Sent Items folder**” and click **OK**.

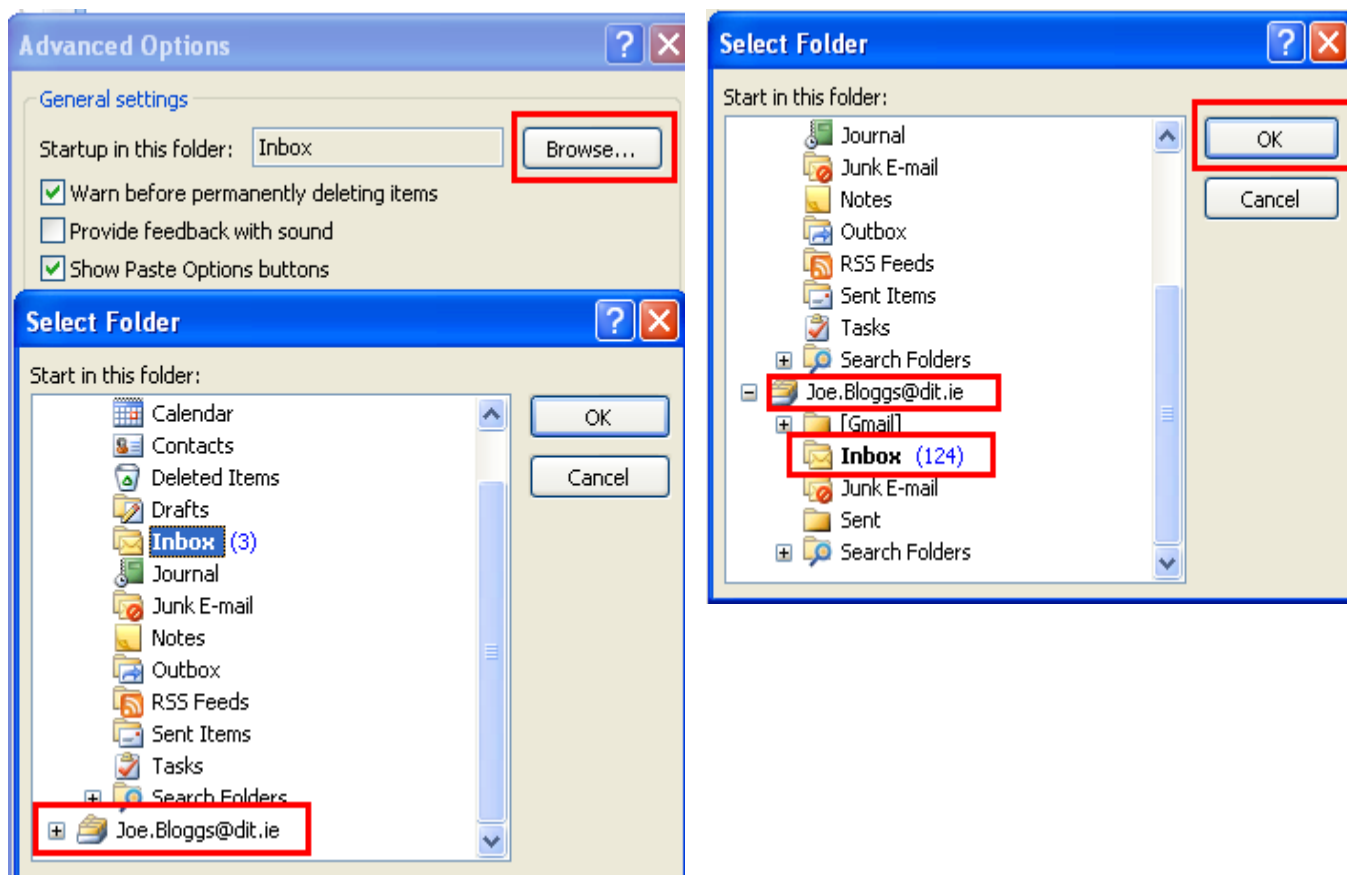




13) This setting makes Outlook open the new Gmail Inbox when it is started. Click the **Other** tab and click **Advanced Options**.



14) Click **Browse** and click the **+ sign** beside your email address. Then click on the **Inbox** below your email address and click **OK**.



15) Click **OK** twice more to close the open dialogue boxes.

Please continue to step 3 of the migration instructions.