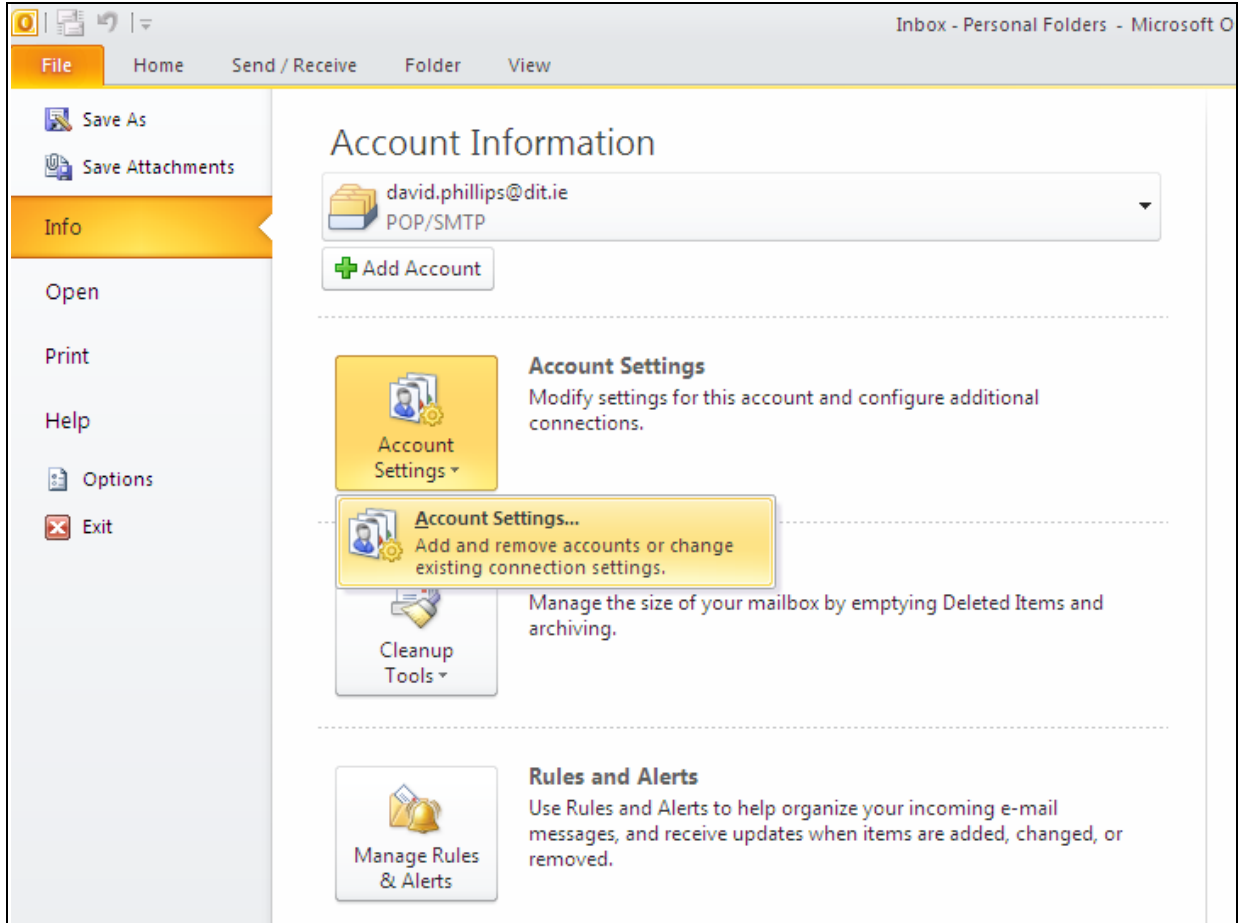


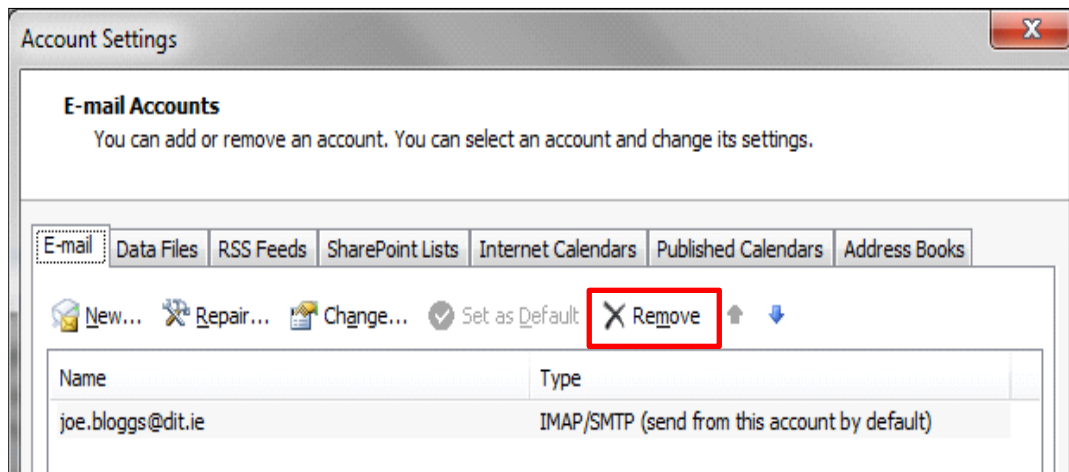


Email Account Settings for Outlook 2010

- 1) Open Outlook
- 2) From the Menu bar select **File, Info, Account Settings:**



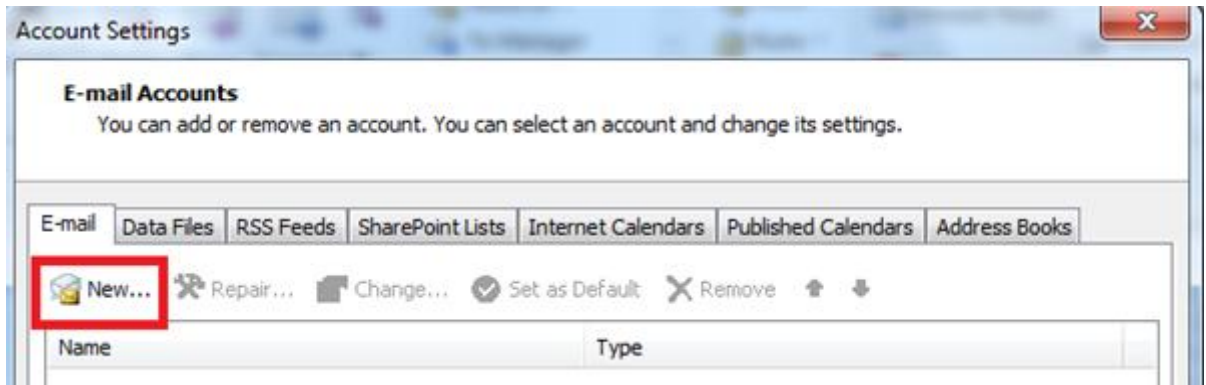
- 3) Your email account will appear. Your email account may be labelled with your name as below. Highlight your account and click **Remove**, you will be prompted to are you sure you wish to remove the account click **Yes**



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.



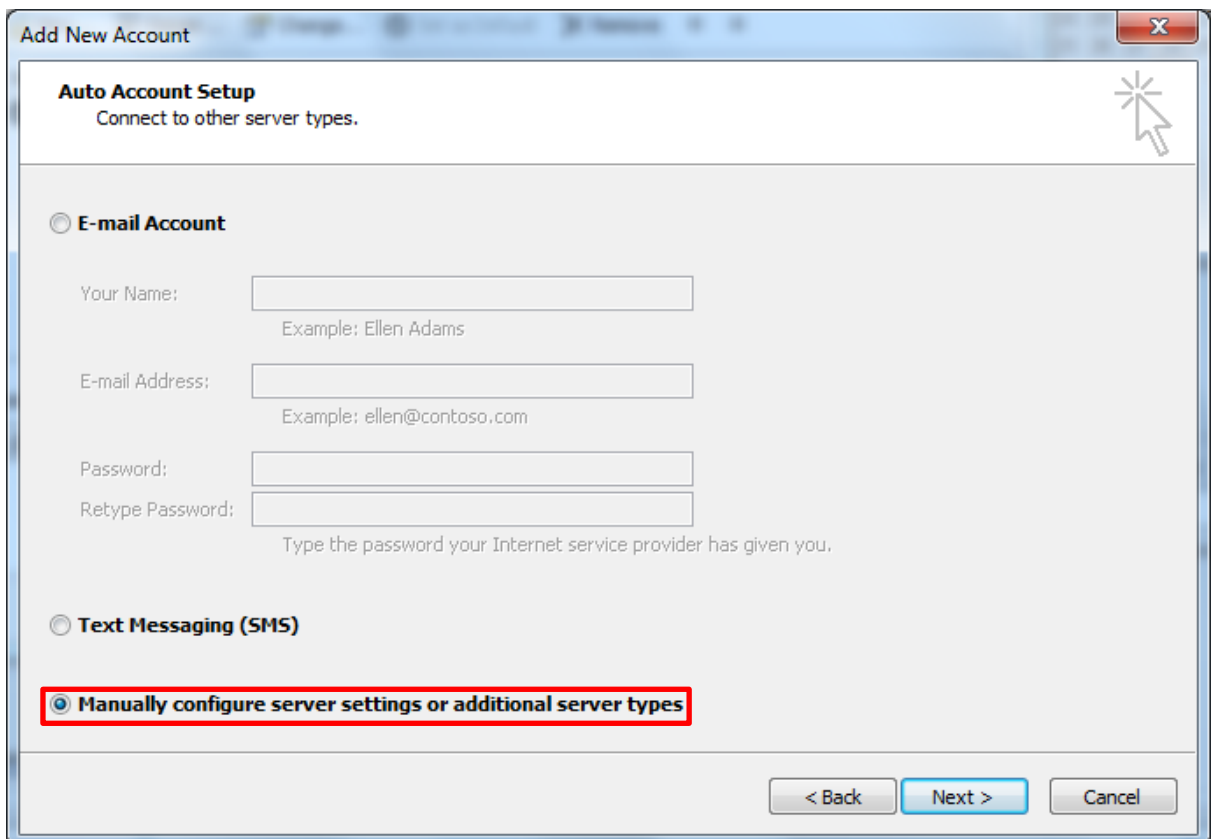
4) You must now setup your account with the Gmail settings, select **New**



The Add New Account Screen will appear – **Choose Email Account – Next**

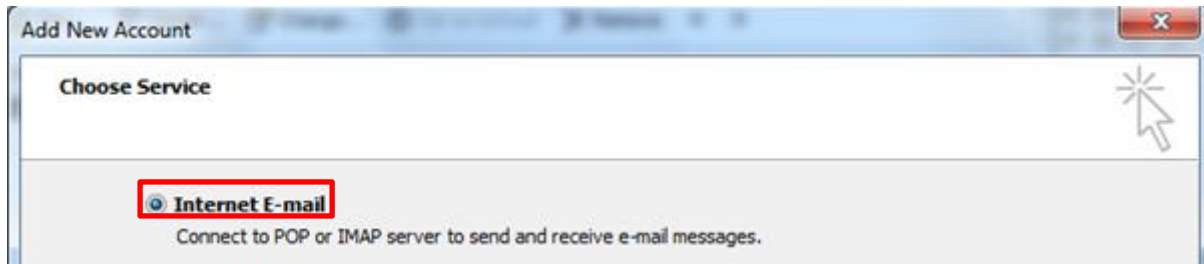


Choose the **Manually Configure** option as below – Click **Next**

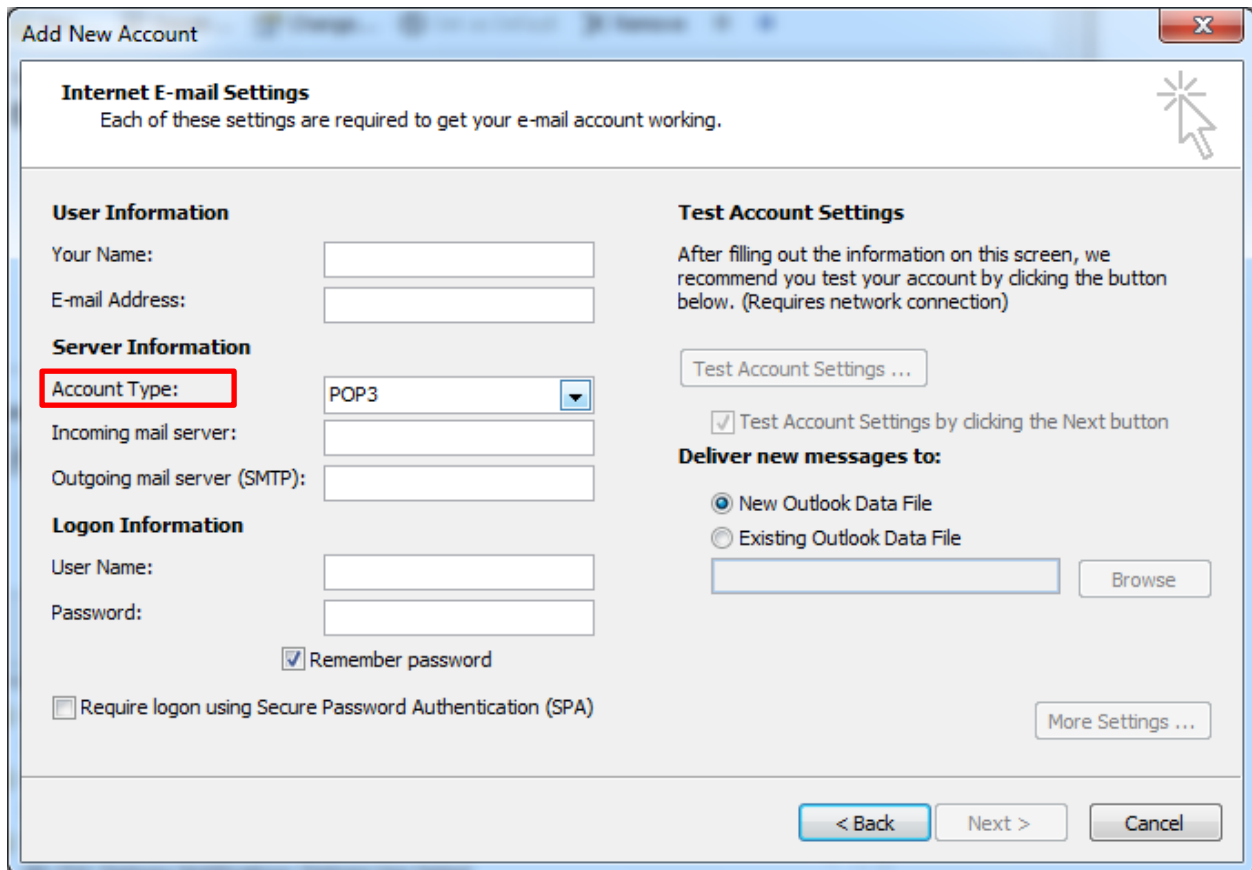




Choose Service Screen appears – Choose **Internet E-Mail** – Click **Next**



5) The Internet Email Settings appear – Fill in all blank Fields – Change Account Type to - **IMAP**



The correctly populated settings should appear as below –



Ensure the email address is all in lower case characters. Please Note **StaffNumber** must be followed by **@dit.ie** suffix – Click the “**More Settings**” button

Add New Account

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:

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 by clicking the Next button

- 6) When the Internet Email Settings Appear, you need to change the “Use the following type of encrypted connection to “**SSL**” and choose the following type of “**encrypted connection**” change to **TLS**

Internet E-mail Settings

General | Sent Items | Deleted Items

Outgoing Server | Connection | Advanced

Server Port Numbers

Incoming server (IMAP):

Use the following type of encrypted connection:

Outgoing server (SMTP):

Use the following type of encrypted connection:

Server Timeouts

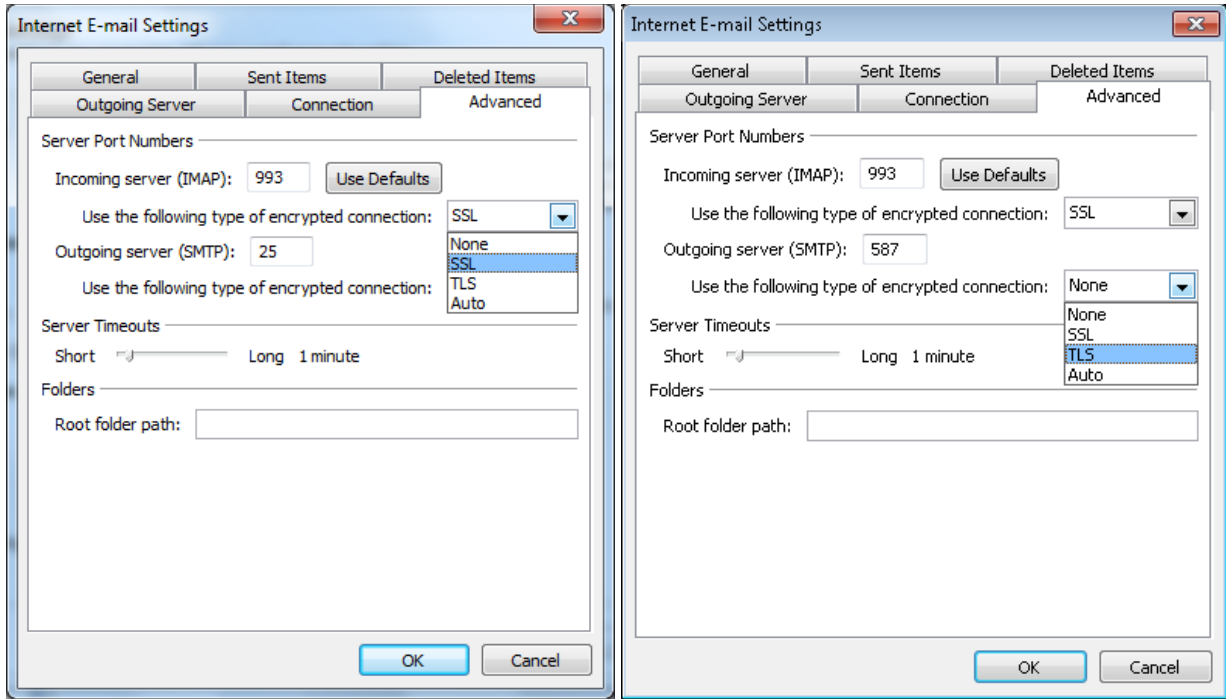
Short Long 1 minute

Folders

Root folder path:

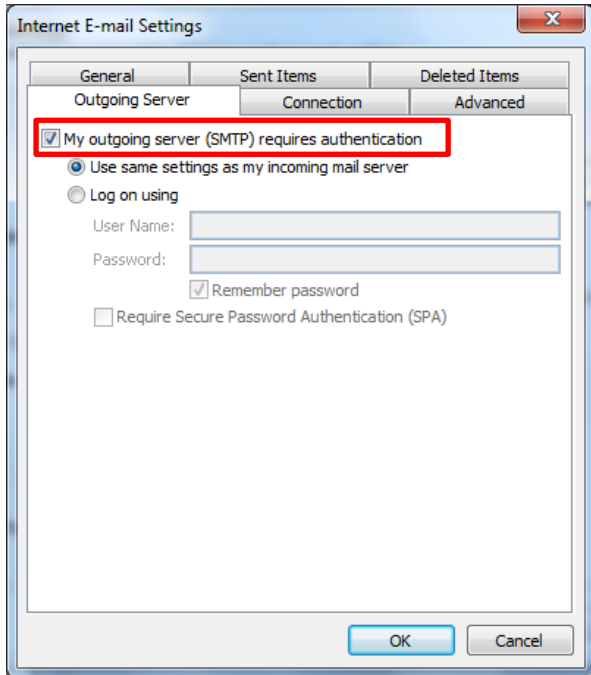


Changes as below – The ports should then read for **IMAP 993**, For **SMTP 587**



Click the **Outgoing Server** tab

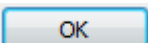
Check the **“My Outgoing Server Requires Authentication”** Tick box as below



Next, Click the **Deleted Items** tab



Browse to the **[Gmail]** folder and select **Bin**.

Click  once the above settings have been configured.

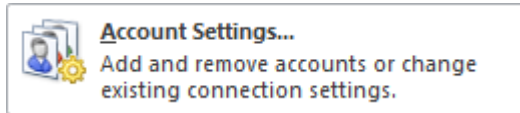
Click **Next**, then click Finish to complete



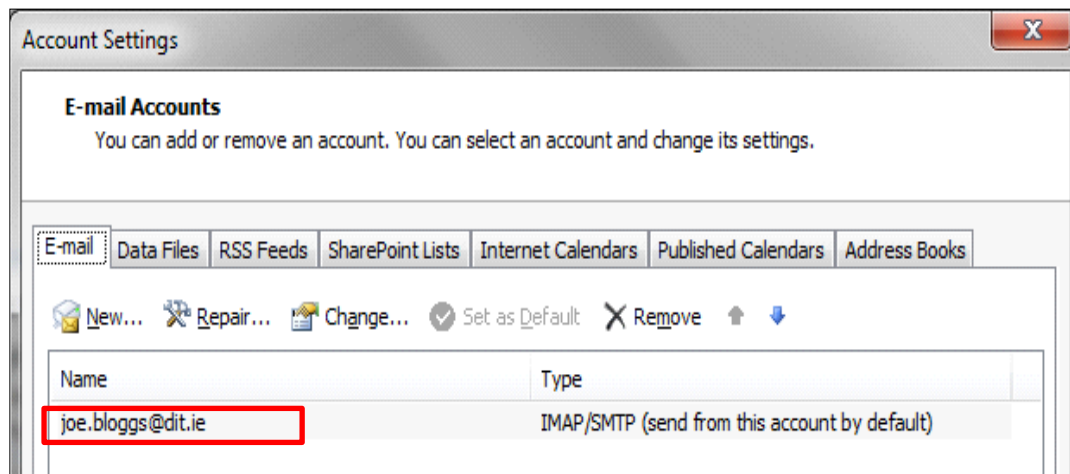
Once the account has been added, you will need to make one more change to the account settings to prevent duplicate emails appearing in your sent items folder.

Select File → Info

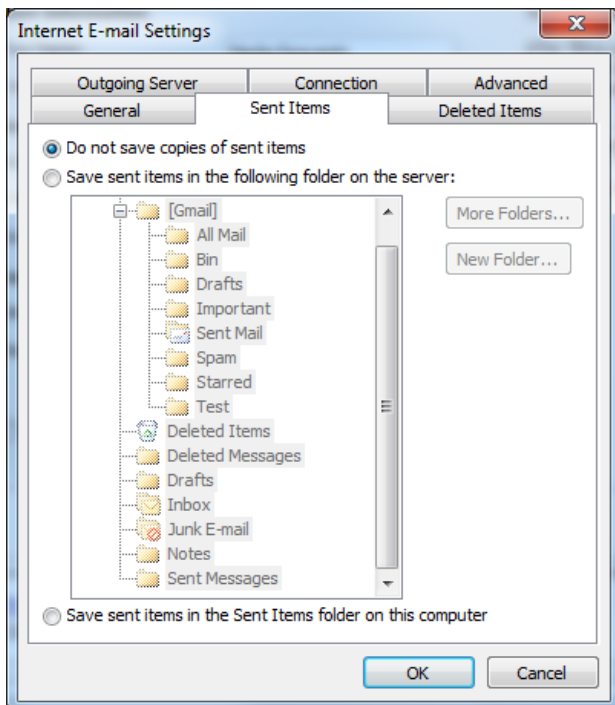
Select Account Settings



Double click your email address on your staff account in here



Select more settings on the next screen and select the **sent items** tab



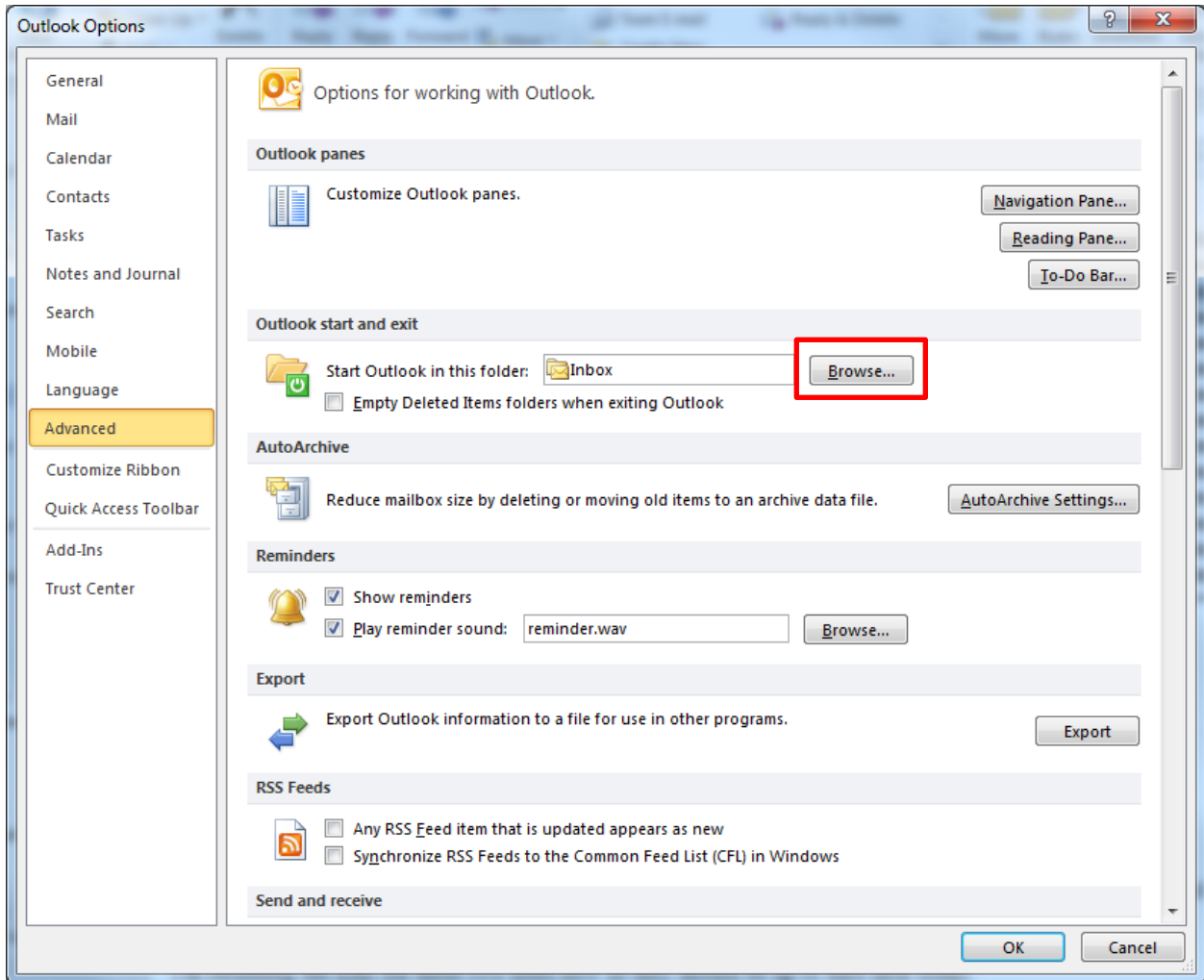
Select the option **Do not save copies of sent items** and click Ok



How to set outlook to start in the gmail inbox when opened

In outlook, select File → options

Select the Advanced option along the left hand side



On the right hand side of the screen, locate the option **Outlook start and exit**

Next to Start outlook in this folder, click the browse button and locate the inbox within your Gmail account.

Click ok to select this. When you start outlook, it will now default to the Gmail inbox

Please continue to step 3 of the migration instructions.