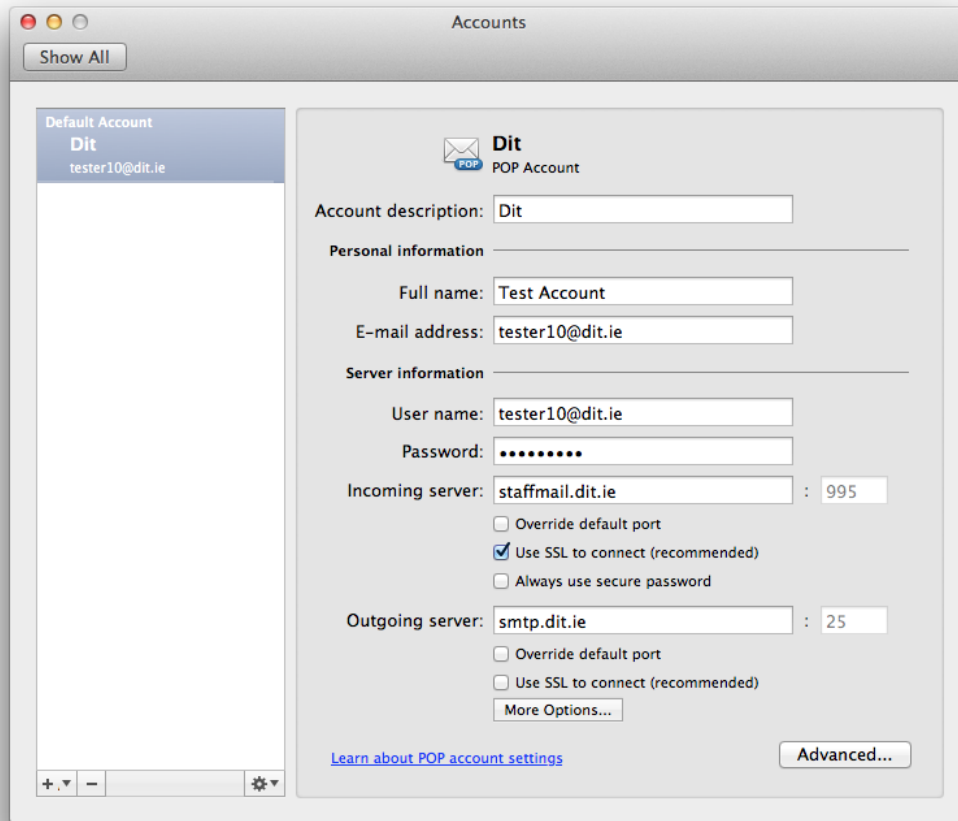


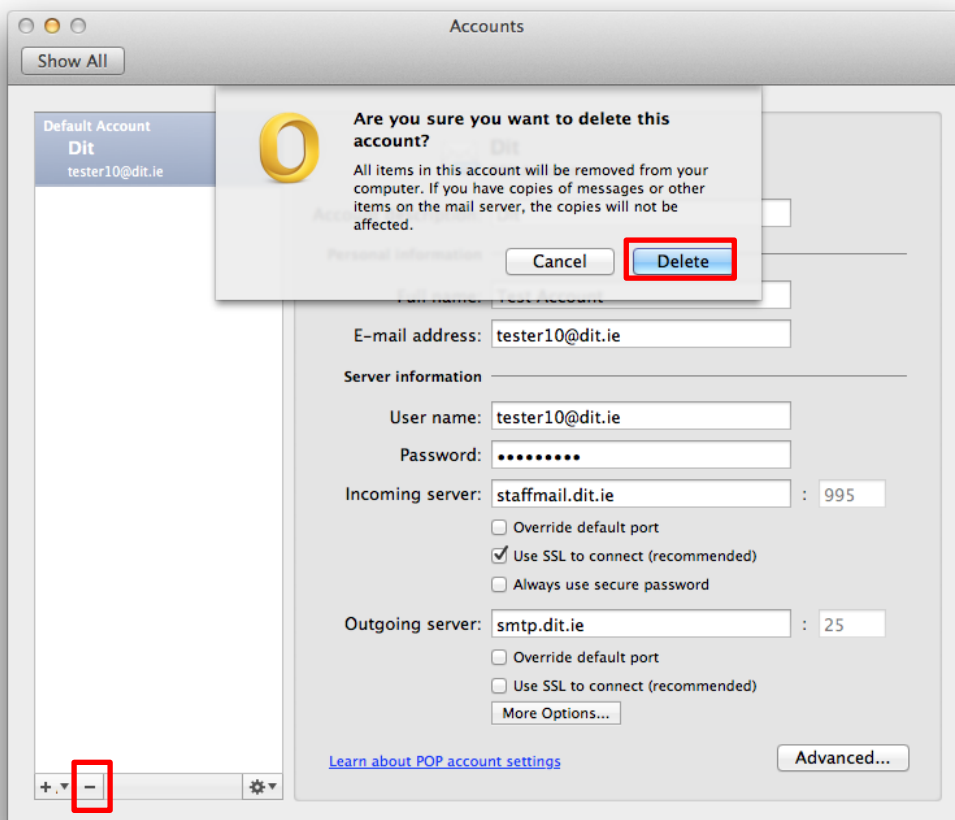


Email Account Settings for Outlook 2011 for Mac

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

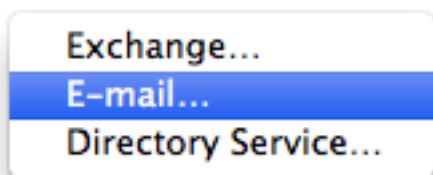


- 3) A list of email accounts will appear on the left hand side of the screen. Highlight your DIT account and click the '-' at the bottom left of the screen. You will be prompted to are you sure you wish to delete the account, click **Delete**



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. Click the '+' at the bottom left of the screen and select "Email"



Enter in your details:

Email address: joe.bloggs@dit.ie

Ensure the email address is all in lower case characters

Password: Your current email password

Username: <staff number>@dit.ie

Incoming Mail server: imap.gmail.com

Tick the box to use SSL

Outgoing Mail server: smtp.gmail.com

Tick the box to override default port and set the port to 587

Tick the box to use SSL



Click Add Account

Enter your account information.

E-mail address:

Password:

Configure automatically

User name:

Type:

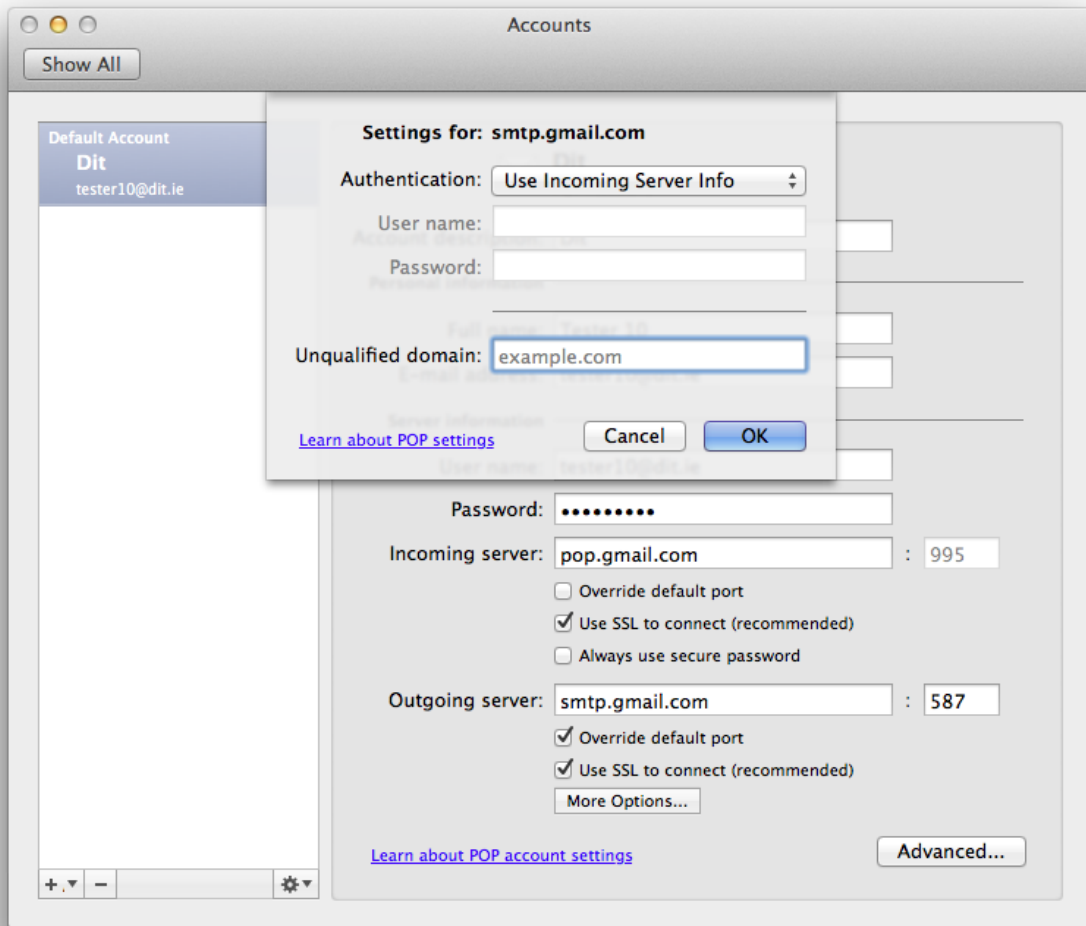
Incoming server: :

Override default port
 Use SSL to connect (recommended)

Outgoing server:

Override default port
 Use SSL to connect (recommended)

- 5) Once the account has been added, select more options at the bottom of the screen.
Set the authentication to “Use incoming server info”



Click ok

Your email is now configured to use Gmail as the mail server

Please continue to step 3 of the migration instructions.