

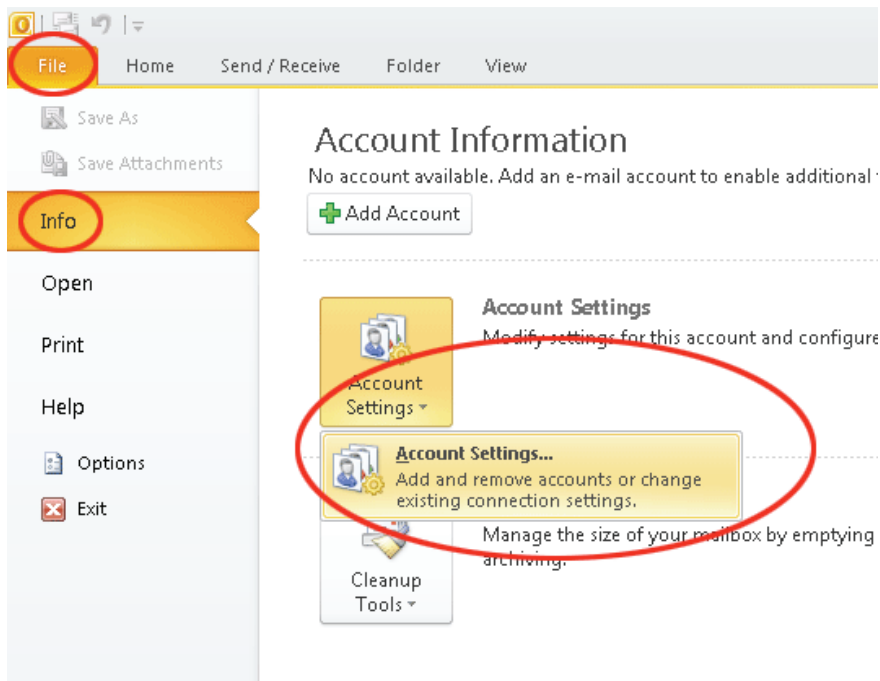
Set up MS Outlook 2010 to work with Google Apps

1. **Enable IMAP or POP** in Gmail.
Log in to Gmail: www.gmail.com
E-mail: your email address (e.g: info@lightmedia.com.au)
Password: your password

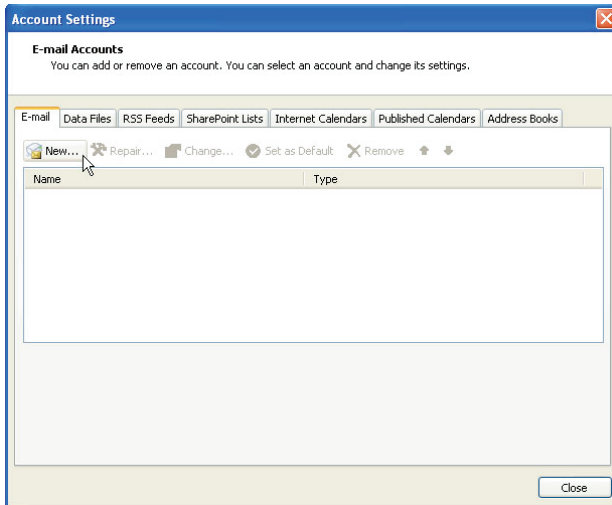
Click on **Mail Settings** on the gear button on the top right hand corner
Go to the **Forwarding and POP/IMAP** tab
Change **both** to **Enable** and save changes.
**Light Media will perform this step, unless notified otherwise.*

Follow the steps below:

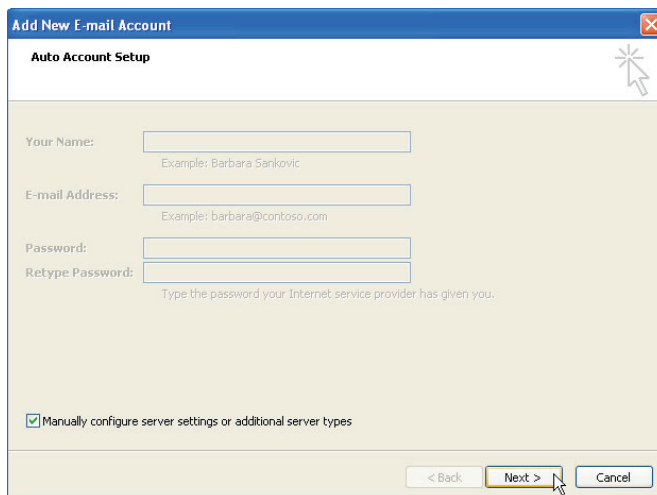
2. In Outlook 2010
3. Click **File** on the top menu then select Info from the dropdown menu.
4. Click **Account Settings**.
5. Select the **Add and remove accounts** option from the drop down.



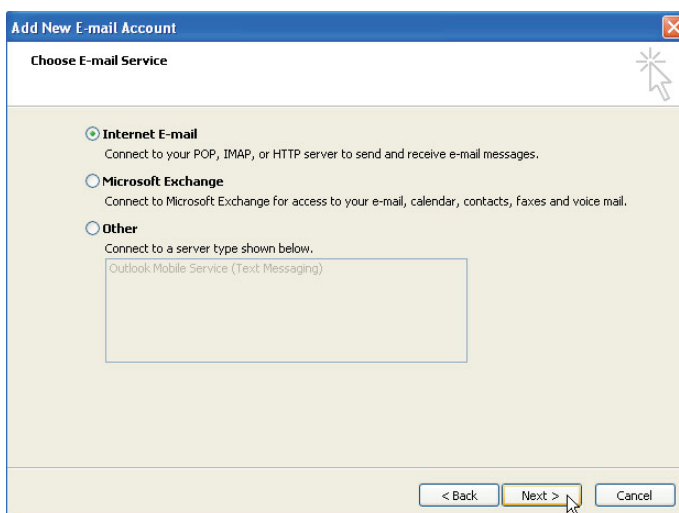
6. On the E-mail tab, click **New**.



7. Select **“Manually configure server settings or additional server types”** and click **Next >**.



8. Select **Internet E-mail** and click **Next >**.



9. Configuring your Email

Add New Account

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

User Information
Your Name: John Smith
E-mail Address: johnsmith@example.co

Server Information
Account Type: POP3
Incoming mail server: imap.gmail.com
Outgoing mail server (SMTP): smtp.gmail.com

Logon Information
User Name: your email address
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 ...
imap
 Test Account Settings by clicking the Next button

Deliver new messages to:
 New Outlook Data File
 Existing Outlook Data File
Browse

More Settings ...

< Back Next > Cancel

Settings:

Your name: your full name

E-mail Address: full email address

Example: info@lightmedia.com.au

Account Type: IMAP

Incoming server name: imap.gmail.com

Outgoing server name (SMTP) : smtp.gmail.com

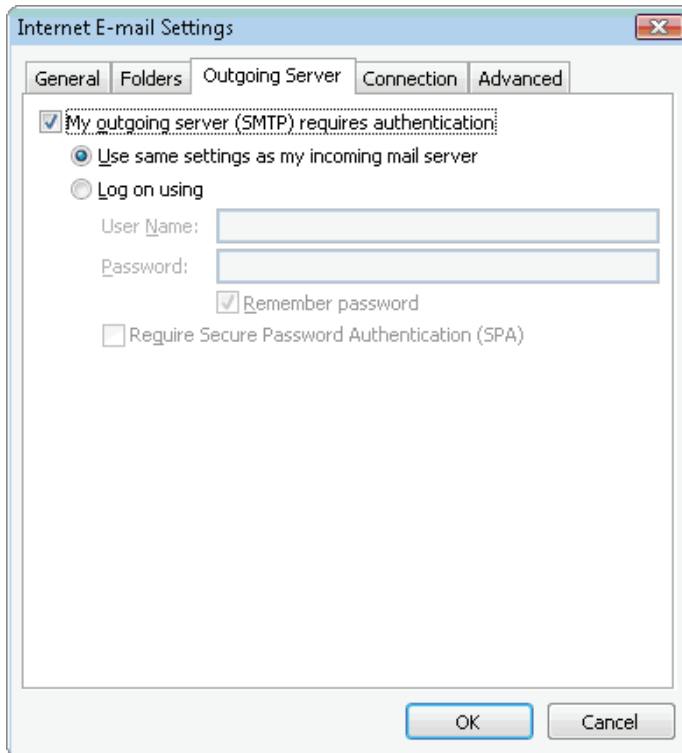
User Name: your e-mail address

Example: info@lightmedia.com.au

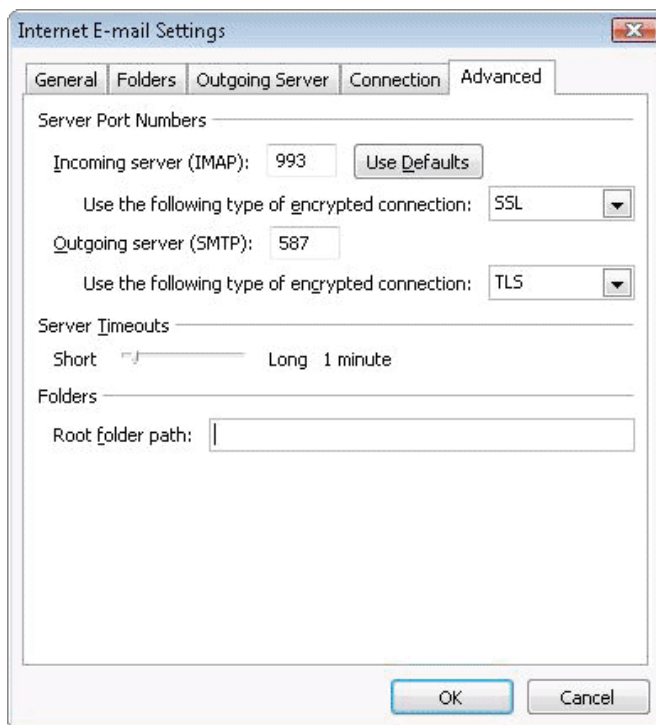
Password: password

After these steps, click “**More Settings**” located on the bottom right hand corner.

10. Click the **Outgoing Server** tab. Make sure that 'My outgoing server (SMTP) requires authentication' is selected.



11. Click the **“Advanced”** Tab (still inside More Settings).
- o Incoming server is **993**, and must use **SSL**
 - o Outgoing server is **587**, and must use **TLS**



Your Email will be working.