



Set up MS Outlook 2010 to work with Google Apps

 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.**

Account Settings				X
E-mail Accounts You can add or remove an	account. You can	select an account and	l change its settings.	
E-mail Data Files RSS Feeds	SharePoint Lists	Internet Calendars	Published Calendars	Address Books
New 🋠 Repair 📔	Change 🚫 :	5et as Default 🛛 🗙 R	temove 🕈 🖶	
Name		Туре		
				Close

7. Select "Manually configure server settings or additional server types" and click Next >.

Auto Account Setu	3	×
Your Name:	Example: Barbara Sankovic	
E-mail Address:	Example: barbara@contoso.com	
Password: Retype Password:		
	Type the password your Internet service provider has given you.	
Manually configure s	erver settings or additional server types	

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

hoose E-mail Service	×
Internet E-mail	
Connect to your POP, IMAP, or HTTP server to send and	receive e-mail messages.
Microsoft Exchange	
Connect to Microsoft Exchange for access to your e-mail	, calendar, contacts, faxes and voice mail.
Other	
Connect to a server type shown below.	
Outlook Mobile Service (Text Messaging)	

Flex Web Hosting (a division of Light Media) www.flexwebhosting.com.au www.lightmedia.com.au





9. Configuring your Email

Add New Account				
Internet E-mail Settings Each of these settings ar	re required to get your e-mail acc	punt working.		
User Information		Test Account Settings		
Your Name:	John Smith	After filling out the information on this screen, we		
E-mail Address:	johnsmith@example.co	below. (Requires network connection)		
Server Information		Test Assessed Collines		
Account Type:	POP3	Test Account Settings Imap		
Incoming mail server:	imap.gmail.com	Test Account Settings by clicking the Next button		
Outgoing mail server (SMTP):	smtp.gmail.com	Deliver new messages to:		
Logon Information		New Outlook Data File Existing Outlook Data File		
User Name:	your email address	Browse		
Password:	*****			
V F	Remember password			
Require logon using Secure Password Authentication (SPA)		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.

Internet E-mail Sett	ings			×			
General Folders	Outgoing Server	Connection	Advanced				
My outgoing server (SMTP) requires authentication							
◙ <u>U</u> se same s	ettings as my incon	ning mail serve	r				
🔘 Log on usin	g						
User <u>N</u> ame	:						
Password:							
	Remember p	assword					
Reguire	Secure Password (Authentication	(SPA)				
		0	K Ca	ancel			

- **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.