



## 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.** 

Accoun	t Settings					le l	3
	ail Account ou can add o		account. You can	select an account and	I change its settings.		
E-mail	Data Files	RSS Feeds	SharePoint Lists	Internet Calendars	Published Calendars	Address Books	1
Sa Ne	ew 🛠 R	epair 💼	Change 🚫 S	õet as Default 🛛 🗙 R	emove 🕈 🖶		
Name	e "			Туре			
L							
						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	server 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	ount working.		
User Information		Test Account Settings		
Your Name:	John Smith	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)		
E-mail Address:	johnsmith@example.co			
Server Information		Test Assessed California		
Account Type:	POP3	Test Account Settings imap		
Incoming mail server:	imap.gmail.com	<ul> <li>Test Account Settings by clicking the Next button</li> <li>Deliver new messages to:         <ul> <li>New Outlook Data File</li> <li>Existing Outlook Data File</li> </ul> </li> </ul>		
Outgoing mail server (SMTP):	smtp.gmail.com			
Logon Information				
User Name:	your email address	Browse		
Password:	*****			
<b>V F</b>	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	Reguire Secure Password Authentication (SPA)						
OK Cancel							

- **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.