

To set up your Outlook client to work with Gmail:

1. Open **Outlook**.
2. Choose to create a **New Account**
3. Enter your **display name** (what people will see when they receive email from you)
4. Enter your full email address (yourusername@student.fitchburgstate.edu), and FalconKey password (FS-xxxxxxx).
5. Select the '**Manually configure server settings or additional server types**' checkbox.

The screenshot shows the 'Add New E-mail Account' dialog box. The title bar reads 'Add New E-mail Account'. The main heading is 'Auto Account Setup'. The form contains the following fields and text:

- Your Name:** Input field containing 'My Name'. Below it, 'Example: Barbara Sankovic'.
- E-mail Address:** Input field containing 'username@student.fitchburgstate.edu'. Below it, 'Example: barbara@contoso.com'.
- Password:** Input field containing '*****'.
- Retype Password:** Input field containing '*****'. Below it, the instruction 'Type the password your Internet service provider has given you.'

At the bottom, there is a checked checkbox with the label 'Manually configure server settings or additional server types'. To the right of the form are three buttons: '< Back', 'Next >', and 'Cancel'.

6. Select **Internet E-mail**.
7. Settings: name, full email address (including '@student.fitchburgstate.edu')
 - o In the **Account Type** dropdown menu, select **IMAP**.
 - o In the 'Incoming server name' section, enter: **imap.gmail.com**
 - o In the 'Outgoing server name (SMTP)' section, enter: **smtp.gmail.com**.
 - o In the 'User Name' field, give your full Gmail address, including '@student.fitchburgstate.edu.'
 - o After creating these settings, clicking **Next** takes you to the end of the setup.

Add New E-mail Account ✕

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

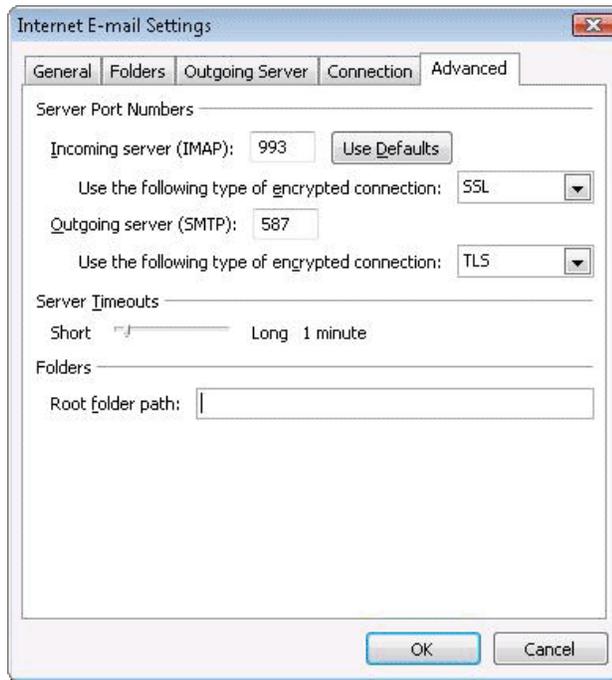
User Information
Your Name:
E-mail Address:

Server Information
Account Type:
Incoming mail server:
Outgoing mail server (SMTP):

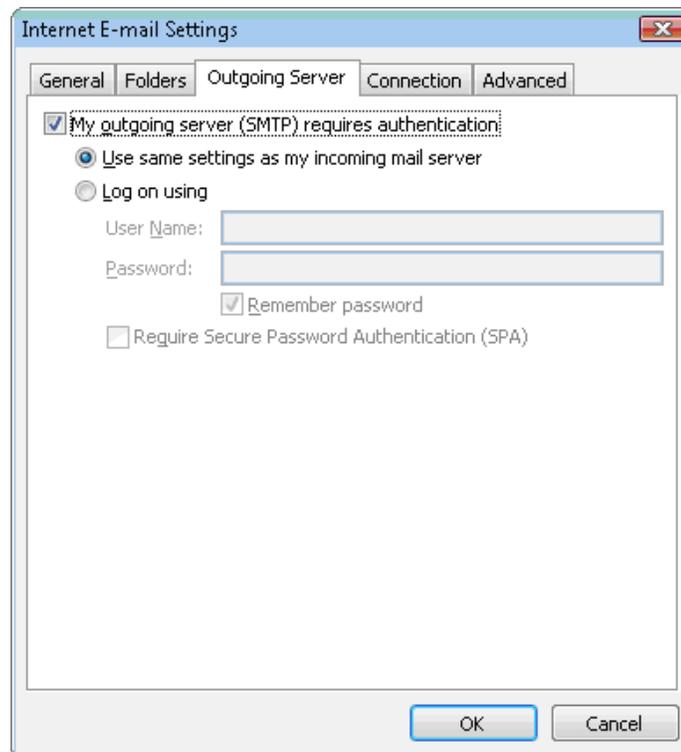
Logon Information
User Name:
Password:
 Remember password
 Require logon using Secure Password Authentication (SPA)

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)

8. In the **Tools** menu, select **Options** then **Mail Setup**. Under 'Email Accounts,' click **E-mail Accounts**.
9. Select an account, and click **Change** above the list of accounts. Click **More Settings**, then the **Advanced** tab.
 - o Incoming server must be 993, and must use SSL encryption.
 - o Outgoing server can use 587, TLS encryption.



10. Click the **Outgoing Server** tab. Make sure that 'My outgoing server (SMTP) requires authentication' is selected. The radio button 'Use same settings as my incoming mail server' should also be selected.



11. Click **OK** > **Next** > **Finish** > **Close** > **OK**.