Outlook Email Tutorial

Summary:
This tutorial will show how you can connect your UW email account to an email client like Outlook (2010 used, but applies to other versions, mainly using Gmail’s settings).

Step 1:
Log into your NetID account and go to the UW Google Apps tab on the left side. Under the “UW Google Apps Password” section, go to the “Via phone or desktop email” and select “Set separate password”.

Step 2:
Set your separate password for your Outlook to log into your Gmail only (your NetID password will still be what you use if you log into your account via a web browser). You will see a confirmation once the password is set.

• UW Google Apps password set.
**Step 3:**
Log into your school Gmail account ([gmail.uw.edu](mailto:gmail.uw.edu)) and select the Settings gear on the upper right corner.

Go to the “Forwarding and POP/IMAP” tab along the top and select “Enable IMAP”. You will get a green confirmation that IMAP is enabled.
Step 4:
Once your password is set, open Outlook (in this case, 2010). Click on the upper left side of the screen in orange labeled “FILE”. Under “Info”, hit the “Add Account” button.

Step 5:
Choose “Manually configure server settings or additional server types” and click “Next”

Then, choose “Internet E-mail” and click “Next”
**Step 6:**
Use the following settings:
- Your Name: YourNetID
- Email Address: YourNetID@uw.edu (or @u.washington.edu)
- Account Type: IMAP
- Incoming mail server: imap.gmail.com
- Outgoing mail server: smtp.gmail.com
- User Name: YourNetID@uw.edu
- Password: [Whatever you set as that separate password in Step 2]
- Check “Remember Password”
- Check “Require logon using SPA”
  - Do not hit Next yet! Still need to change “More Settings” in the next step.
Step 7:
Hit the “More Settings” button.

Under the “Outgoing Server” tab, check the box for “My outgoing server (SMTP) requires authentication”. Under the “Advanced” tab, set the Incoming server to port 993 and the type of encryption to SSL. Set the outgoing server to port 587 and type of encryption to TLS (check the port, as this can change when the encryption type changes). Hit “OK”

Step 6:
Run a test or click “Next” and “Finish”. Your UW email box should appear in the left nav.